



European
Commission

User Manual *Import certificates* *Part II*

Intended for...

Competent Authorities
(*Non-EU LVU/OPV*)

Certification of...

IMPORT

Veterinary certificate to EU

TRACES

TRAdE Control and Expert System

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I. INTRODUCTION

I.1. SCOPE OF THE 'IMPORT CERTIFICATES' USER MANUAL - PART II

This user manual describes the main principles and functionalities of TRACES for the **certification** (Part II) of the following import certificate by the competent authority at non-EU level:

- **IMPORT:** ¹ Veterinary certificate to EU

Where needed, the descriptions are accompanied by screenshots of the TRACES user interface, so as to better illustrate the look and feel of TRACES.

The aim of the user manual is to help you speed up your work, while avoiding inaccuracies and typing slip-ups.



We recommend that you read this user manual in combination with the [TRACES Toolkit](#), ² which serves as your gateway to further TRACES user manuals, videos and templates.

The TRACES Toolkit contains all the information you need in one 'platform' document.

TRACES serves as a 'single window' to European legislation in the field of animal health and public health - covering products of animal origin and non-animal origin, live animals and animal by-products - as well as plant health.

However, for the implementation of the general EU legislation, we invite you to contact your national competent authorities or official EU services in order to obtain the correct information on movement requirements and other details.

You can find out all about TRACES on the Commission's official [Health and Consumers webpage](#). ³ Presentations of TRACES can also be found [here](#). ⁴

1 Comm. Decision (EC) 2007/240/EC: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32007D0240:EN:NOT>

2 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

3 TRACES details: <http://ec.europa.eu/traces/>

4 TRACES presentations: <http://prezi.com/user/TRACES/>

1.2. ABBREVIATIONS AND DEFINITIONS

A complete list of all TRACES abbreviations and acronyms can be found under the 'Let's talk 'TRACES' sub-heading and the 'Common TRACES features' heading in the [TRACES Toolkit](#).⁵

1.3. WORKING LANGUAGES

Before logging into TRACES, and also afterwards in the user interface, you can choose one of thirty-two⁶ languages, to allow you to work in your preferred language:



Language code	Language	Language code	Language
bs	Bosnian	lv	Latvian
bg	Bulgarian	mk	Macedonian
cs	Czech	mt	Maltese
da	Danish	nl	Dutch
de	German	nw	Norwegian
el	Greek	pl	Polish
en	English	pt	Portuguese
es	Spanish	ro	Romanian
et	Estonian	ru	Russian
fi	Finnish	sk	Slovak
fr	French	sl	Slovenian
hr	Croatian	sr	Serbian
hu	Hungarian	sv	Swedish
il	Icelandic	sq	Albanian
it	Italian	tr	Turkish
lt	Lithuanian	zh	Chinese

When you switch languages, you will be redirected to the general TRACES welcome page.

⁵ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

⁶ These include 22 official languages of the European Union (all apart from Irish (ga)) + Albanian + Bosnian + Chinese + Croatian + Icelandic + Macedonian + Norwegian + Serbian + Turkish + Russian.

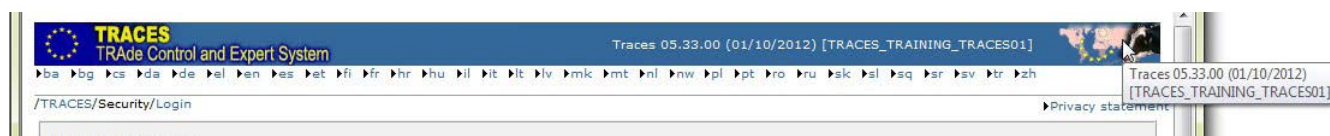
I.4. TRACES RELEASE VERSIONS

We are constantly upgrading TRACES to improve and adapt it to legal requirements and user needs and wishes. This is done step by step. As soon as an upgrade is available, a new TRACES version is installed online.

Release notes are regularly published for TRACES in order to explain to our TRACES users the enhancements and modifications made to the user interface and functionalities.⁷

You may want to check the TRACES release version installed online to verify the information in the TRACES release notes.

If you double click the world map/cow image in the top right of the TRACES window, you will see the following information in the top banner:



- the TRACES version number (e.g.: 06.00.01)
- the release date, in dd/mm/yyyy format (e.g.: 23/04/2013)
- the TRACES environment and server (e.g.: TRACES_NT2_2_WEB)

You can also see this information as a tooltip if you move the mouse cursor over the world map/cow image.

⁷ An overview of the TRACES release notes can be found in the introduction page of the TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

I.5. ACCESS

I.5.1. DATA ACCESS AND PROTECTION

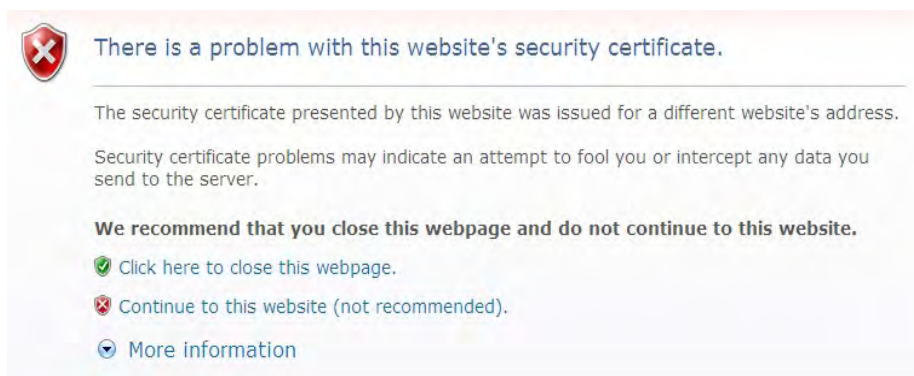
To comply with stringent rules on the accessibility and display of *both commercial and non-commercial* data, and to ensure data protection,⁸ strict access rights are assigned to each TRACES user profile. This applies to both economic operators and competent authority users.

The TRACES Privacy Statement can be consulted in the different languages available in TRACES via the 'Privacy Statement' button in the top right of the TRACES window, when you are logged into TRACES.



I.5.2. SECURITY ALERT

When accessing TRACES, you may encounter a security alert, asking for your approval to proceed to the website. This is a configuration setting in TRACES and is therefore fully trustworthy.



TRACES implements various security features for application access, official document validation and communication privacy, through the encryption of secure information between client and server (https, SSL).

Electronic signature further improves speed and efficiency, traceability, and anti-falsification measures, based on security rules that meet the legal requirements for electronic signature.

If the 'Security Alert' pops up, we invite you to press 'View Certificate' in order to see more details before proceeding, and then choose 'Yes' to start using TRACES.

The HTTPS 'Secure Sockets Layer' (SSL) and 'Transport Layer Security' (TLS) certificate is imported by the client from the server into the local application or environment, declaring it as 'trusted'. This alert is therefore not in fact generated by TRACES but by the server on which the certificate is hosted.

⁸ Regulation (EC) 45/2001: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32001R0045:EN:NOT>

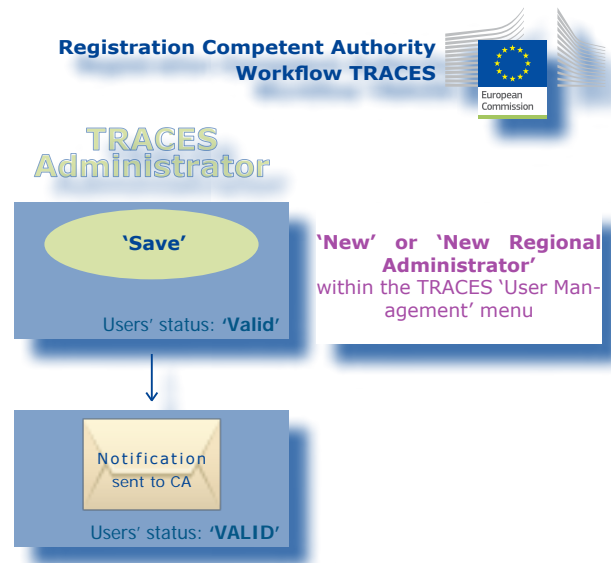
I.5.3. ENVIRONMENTS

The TRACES 'Production' environment is available at <https://webgate.ec.europa.eu/sanco/traces/>. This is the real-life environment of TRACES, since any manipulation of data will automatically notify the economic operators and competent authorities involved.

TRACES users are invited to check out TRACES features and functionalities in one of the two TRACES test environments.

More information on the use of the TRACES TRAINING and ACCEPTANCE environments can be found under the heading 'Testing TRACES features' in the [TRACES Toolkit](#).⁹

1.5.4. ACCOUNT REGISTRATION



Competent authority user accounts can be registered in TRACES by the national Member State administrator, via the '**User and Organisation Management**' menu and 'User Management' submenu.

/TRACES/User and Organisation Management/User Management Privacy statement

- Welcome Page
- Veterinary Documents
- Empty Certificate
- Reporting
- User and Organisation Management
 - User Management
 - Organisations
 - Private Veterinarian
 - Change Password
 - Modify User Profile
- System Management

Search for User

Search Criteria

E-mail:

Last Name:

Postal Code / Region:

First Name:

City:

Authority:

Traces User Number:

User Type:

Clear Search

Search Result

Name	Country	Postal code / Region	City	Authority	User Type	Status
New Regional Administrator New						

1. Click 'New Regional Administrator' to create Regional TRACES Administrators
2. Click 'New' in order to create:
 - Central Competent Authority users;
 - Local Veterinary Unit users.

Competent authority user accounts can be registered in TRACES as '**Standard**' or '**Collective**' users.

/TRACES/User and Organisation Management/User Management [Privacy statement](#)

Edit User Detail

User	Authority
E-mail: <input type="text"/>	TRACES Unit Number : <input type="text"/>
First Name: <input type="text"/>	Name: <input type="text"/>
Last Name: <input type="text"/>	Address: <input type="text"/>
Notification language: English ▼	Postal Code / Region: <input type="text"/>
Notification type: HTML ▼	City: <input type="text"/>
Phone Number: <input type="text"/>	Country: <input type="text"/>
Fax: <input type="text"/>	Clear Select
Additional Information: <input type="text"/>	
Last login: <input type="text"/>	

[Cancel](#) [Save](#)

The competent authority account registered by the national administrator in TRACES becomes 'valid' immediately after submission.

A notification message is sent to the competent authority, informing it of the creation of the user account.

¹⁰ The message contains a direct link to TRACES, together with the username and password.

From: <SANCO-TRACES-NOREPLY@ec.europa.eu>
 Date: 2013/1/31
 Subject: Account created
 To:

Hi

Your account on the Trade Control and Expert System has been activated. As of now, you can login using

- Username:
- Password:

[Click here](#) to access the application .

The TRACES application.

This is an automatically generated email. Please do not reply. To contact the TRACES team, please use the following address: sanco-traces@ec.europa.eu

More information on user account registration can be found in the 'Organisation, user and authority management' user manual, also available with the [TRACES Toolkit](#). ¹¹

¹⁰ More information can be found in the 'Organisation, user and authority management' user manual, also available with the TRACES Toolkit.

¹¹ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

NOTE - The '*Please click here to register a new user*' option on the TRACES login page, is for economic operators ¹² only and not competent authority users.

[Login](#)

Please specify your user name and password, then click [login] or hit the enter key.

Request a new password

If you do not remember your password, specify your user name and hit the [Send Password] link. Your current password will be sent to the registered e-mail address.

[Request a new password](#)

Register a new User Account

To subscribe to the TRACES services, you must provide some information about yourself. After confirmation, your request will be validated by the local authorities and your account will be activated.

[Please click here to register a new user](#)

Consult the organisations directory

[Search for organisations](#)

12 More information can be found under heading 'I.5.4. Account registration' of the 'Import certificates Part I' user manual, or in the 'Organisation, user and authority management' user manual, also available with the TRACES Toolkit.

TRAde Control and Expert System
(TRACES)

1.5.5. LOGGING IN AND OUT

1.5.5.1. Log In

Go to the TRACES welcome page, enter your login (e-mail address) in the 'e-Mail' field, type your password and click on the 'Login' button: ¹³

When you have logged in, your user account is shown in the top right of the screen.

1.5.5.2. Log out

Click on the 'Logout' button in the top right of the screen and confirm by clicking the 'OK' button. ¹⁴

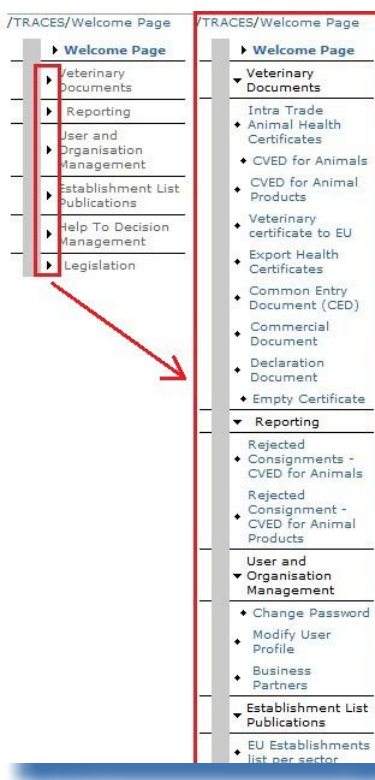
¹³ Your account is inactivated after 5 consecutive failed attempts. You should contact your TRACES competent authority to reactivate the account.

¹⁴ You will be logged out automatically after 30 minutes of inactivity.

I.5.5.3. LOGIN ISSUES

More information on login issues can be found in the 'Organisation, user and authority management' user manual, also available with the [TRACES Toolkit](#).¹⁵

I.5.6. CUSTOMISING THE TRACES MENUS



The TRACES menu on the left can be customised as you wish. Less 'popular' menus can be collapsed while more 'popular' menus can be expanded.

These changes are stored with your TRACES user profile, so will apply to all TRACES sessions until you make new changes.

¹⁵ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

1.5.7. TRACES NEWS UPDATES

1.5.7.1. WELCOME PAGE

Once logged into the Production (real-life) environment, ¹⁶ the TRACES welcome page displays both information on TRACES and important health information such as safeguard measures.

We invite you to regularly check the news updates published on the TRACES Welcome page, concerning the following topics:



General information and hints



Hazards and outbreaks



Sanitary information, e.g. official document models



Technical updates and TRACES version releases

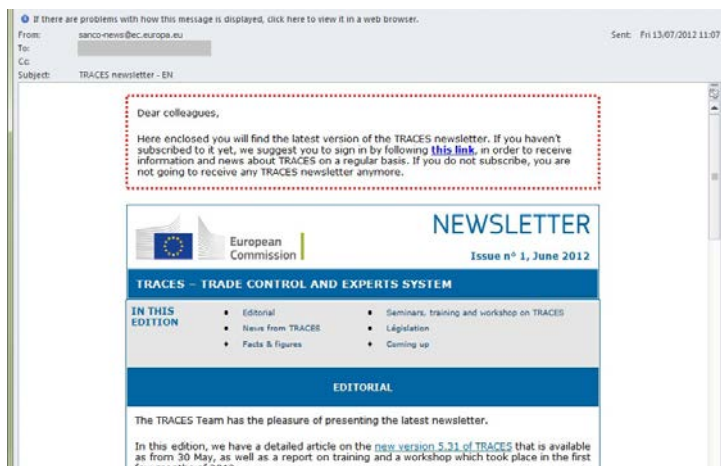


Working groups and meetings

1.5.7.2. NEWSLETTER

The bi-monthly TRACES newsletter contains general news on TRACES, facts and figures, seminars, training sessions and workshops, legislation and 'upcoming' issues.

You can subscribe to this free communication service, hosted by the Directorate-General for Health and Consumers, via [this link](http://ec.europa.eu/coreservices/mailling/index.cfm?form=register&serviceid=1). ¹⁷



¹⁶ More information can be found under heading '1.5.3 Environments'.

¹⁷ TRACES Newsletter: <http://ec.europa.eu/coreservices/mailling/index.cfm?form=register&serviceid=1>

II. 'VETERINARY DOCUMENTS' MENU

II.1. INTRODUCTION

Competent authority users linked to a LVU and to a CCA are entitled to submit Part I (Consignment) of the import certificate and proceed with certification of Part II (Certification).

More information on the submission of Part I of an import certificate can be found within the 'Import certificates Part I' user manual, also available with the [TRACES Toolkit](#).¹⁸

II.1.1. CERTIFICATION WORKFLOW

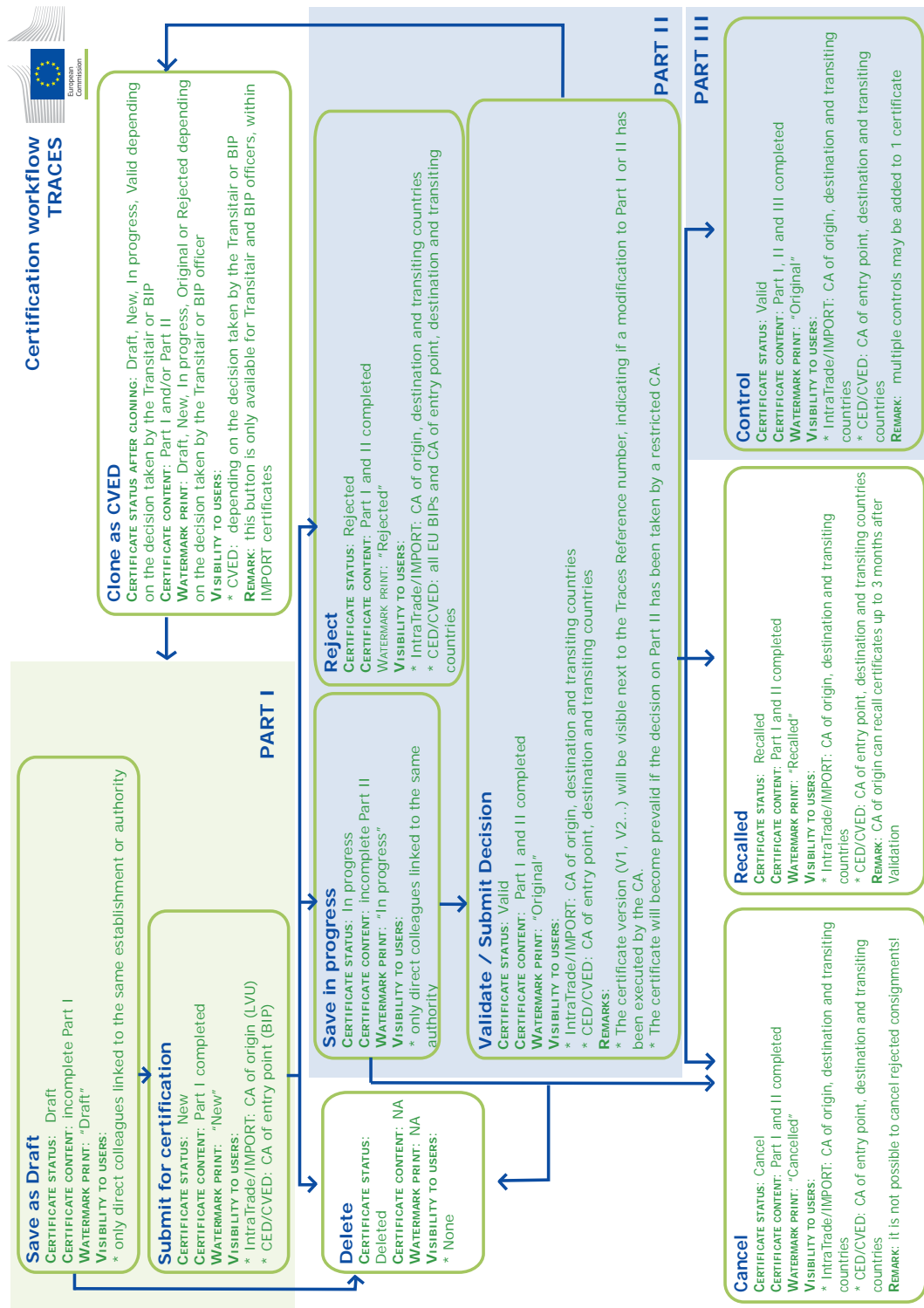
Via TRACES, competent authorities linked to a LVU and to a CCA are also entitled to proceed with the certification of the consignment, i.e. the 'Certification' part (Part II).

This means that, in addition to the submission actions relating to Part I of the import certificate, two additional actions are available regarding the certification process of Part II:

1. **'Save in progress'** allows the competent authority to store the import certificate temporarily, before taking a final decision (Part II);
2. **'Validate/Submit decision'** allows the competent authority to take the final decision (Part II) on the import certificate. As TRACES is a web-based, 'online' system, submission is instantaneous.¹⁹

¹⁸ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

¹⁹ More information can be found in the 'Notification management' user manual also available with the TRACES Toolkit.



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20 In the TRACES test environments, all official documents bear the same watermark 'TRAINING' or 'ACCEPTANCE', so as to avoid any confusion with the 'real-life' production environment.

TRaDE Control and Expert System
(TRACES)

II.2. SEARCH FOR AN IMPORT CERTIFICATE

Choose the following official document type in the 'Veterinary Documents' menu:

- 'Veterinary certificate to EU'

...and specify one or more of the search criteria ²¹ which relate mostly to Part I (Consignment) of the import certificate.

Competent authority users can easily search for import certificates which remain to be certified (Part II) by ticking the '**To process**' search criterion.

You can use search criteria individually ²² or in conjunction with other search criteria. Some specific search criteria are illustrated below.

Search Criteria	
Certificate Reference:	<input type="text"/>
Consignor:	<input type="text"/>
Consignee:	<input type="text"/>
Departure After:	<input type="text"/>
Departure Before:	<input type="text"/>
Country of Destination:	<input type="text"/>
Authority of destination:	<input type="text"/>
Authority of origin:	<input type="text"/>
Country of Origin:	<input type="text"/>
Passport N°:	<input type="text"/>
Certificate Status:	<input type="text"/>
<input type="button" value="Clear"/> <input type="button" value="Search"/>	
Certificate reference number TRACES :	<input type="text"/>
Declaration date after:	<input type="text"/>
Declaration date before:	<input type="text"/>
Commodity:	<input type="text"/> <input type="button" value="Browse"/>
Means of Transport:	<input type="text"/>
Postal code of destination:	<input type="text"/>
Authority of destination code:	<input type="text"/>
Authority of origin code:	<input type="text"/>
Entry point:	<input type="text"/>
To process:	<input type="checkbox"/>
Cloned:	<input type="checkbox"/>

Search options

Certificate Reference Refers to the (non-mandatory) local reference number, specified in box 'I.2. Certificate reference number'.

Certificate reference number TRACES Refers to the unique TRACES reference number, automatically assigned to the import certificate.

Certificate status Information on the status of import certificates can be found under heading 'II.1.1. Certification workflow'.

²¹ You can use the wildcard character % in most of the TRACES search criteria in order to search for a wider range of data. In addition, TRACES makes no distinction between the upper and lower case in searches. Example: entering 'IMPORT.FR%' in the 'Certificate reference number TRACES' field (minimum of nine characters) searches for all IMPORTs available to a given user.

²² The 'Certificate Status' criterion cannot be used alone.

Search options

To process	Searches import certificates submitted to the competent authority and that remain to be certified.
Cloned	In order to facilitate the verification of official entry documents (CEDs/CVEDs/DECLARs) submitted from TRACES issued IMPORTs at the EU border, the competent authority may search for IMPORTs that have already been cloned to official entry documents by clicking the 'Cloned' button.

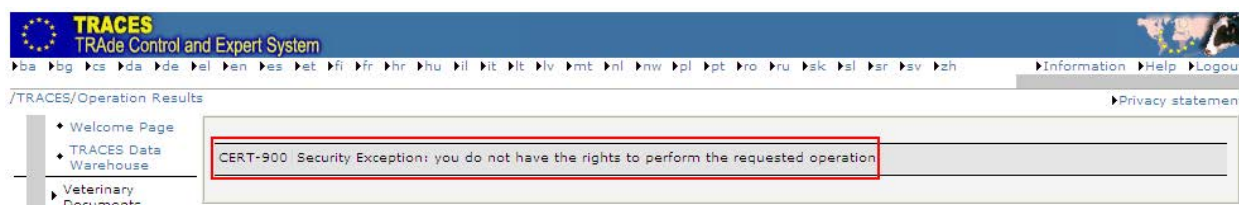
II.2.1. WORKAROUNDS AND LIMITATIONS

Apart from using the search criteria in TRACES, you may also find an import certificate by using its unique 'TRACES reference number' in a specific workaround:

Select the URL as indicated below and enter the TRACES reference number at the end of the address as follows: ²³

<https://webgate.ec.europa.eu/sanco/traces/certificates/euimport/open.do?ref=IMPORT.XX.YYYY.ZZZZZZ>

In accordance with the access rules for the (business) data, you must be declared in the import certificate in order to access it. If not, you may receive the following alert message:



'Security Exception: you do not have the rights to perform the requested operation'

NOTE - Non-EU countries that use TRACES for certification of IMPORTs may access official entry documents (CEDs/CVEDs/DECLARs) issued from the cloning of their validated IMPORTs. ²⁴

Following addresses can therefore be used as well:

1. <https://webgate.ec.europa.eu/sanco/traces/certificates/ced/open.do?ref=CED.XX.YYYY.ZZZZZZ>
2. <https://webgate.ec.europa.eu/sanco/traces/certificates/cvedanimals/open.do?ref=CVEDA.XX.YYYY.ZZZZZZ>
3. <https://webgate.ec.europa.eu/sanco/traces/certificates/cvedproducts/open.do?ref=CVEDP.XX.YYYY.ZZZZZZ>
4. <https://webgate.ec.europa.eu/sanco/traces/certificates/euimport/open.do?ref=DECLAR.XX.YYYY.ZZZZZZ>

²³ Legend:

XX = country ISO code in which the LVU of the Place of origin is situated

YYYY = submission year

NNNNNNN = unique certificate reference number TRACES

²⁴ More information can be found under heading 'II.5. Follow-up (feedback on CED/CVED/DECLAR)'.

II.3. OBTAIN A 'HELP TO DECISION' (HTD): BASIS LEGISLATION

During the certification process, the competent authority may, via the TRACES 'Help To Decision' module, obtain additional feedback on the appropriate (*consolidated*) basis legislation.

This HTD feature has been implemented for all import certificates in order to alert, inform and assist competent authorities during the decision-making process. The feedback always depends on the nature and origin of the commodity presented and consultation is optional.

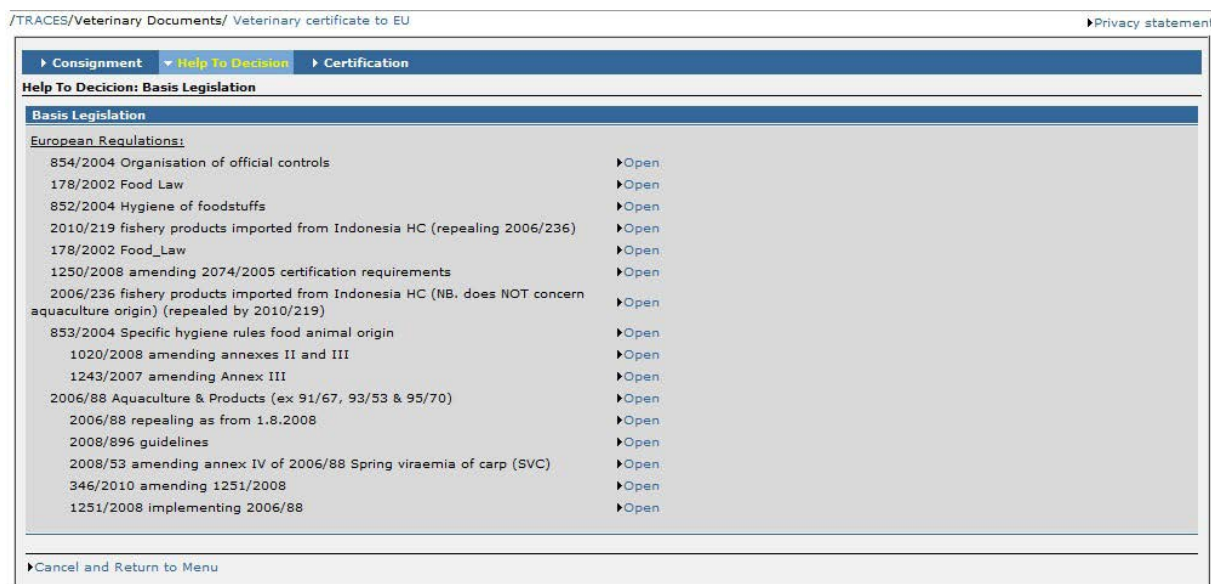
The HTD module appears only on submission of Part II of an import certificate.²⁵

II.3.1. BASIS LEGISLATION

In the HTD module, the 'Basis Legislation' tab presents competent authorities with an overview of all legislation in force relating to the nature and origin of the commodity presented.

TRACES displays a link to the consolidated EU Regulation(s) in the current TRACES working language,²⁶ as published on the official [Eur-lex website](http://eur-lex.europa.eu/en/index.htm).²⁷

The consultation of this legal information is optional.



²⁵ After submission of Part II, the HTD module will not be available/visualised anymore. An exception applies when official entry documents are subject to a RASFF notification.

²⁶ This means one of the TRACES EU/EFTA languages.

²⁷ Eur-Lex website: <http://eur-lex.europa.eu/en/index.htm>

II.4. CERTIFY PART II (CERTIFICATION)

Only competent authorities at non-EU LVU/CCA can initiate, access and sign Part II of an import certificate (acceptance or refusal of a consignment), via the 'Veterinary documents' menu.

In order to certify the import certificate, you must search ²⁸ and click the 'Open' button below the import certificates which still need to be certified (Part II, Certification).

Part II of the **IMPORT** relates to the declaration of the non-EU competent authority stating that the 'Health information' complies with requirements laid down in Commission Decision No 2007/240/EC.

Not ticking a check box in the 'Health information' declaration will result in this text being automatically barred out from the print-out of the IMPORT.

/TRACES/Veterinary Documents/ Veterinary certificate to EU Privacy statement

Consignment Help To Decision **Certification**

Certification

II.a. Certificat reference number: II.b. TRACES reference number: IMPORT.MA.2013. - V1

II. Health information

1. Health information

I, the undersigned, certify that the animal(s) described above meets the following requirements:

(a) it/they come(s) from a country where the following diseases are compulsorily notifiable; African horse sickness, dourine, glanders, equine encephalomyelitis (of all types including VEE), infectious anaemia, vesicular stomatitis, rabies, anthrax;

(b) it/they has/have been examined today and show(s) no clinical sign of disease (2);

(c) it/they is/are not intended for slaughter under a national programme of infectious or contagious disease eradication;

(d) during the three months immediately preceding the exportation (or since birth if less than three months old, or since entry, if it was imported directly from the European Community during the previous three months) it has been resident on holdings under veterinary supervision in the country of dispatch and it has been kept in an approved isolation centre, protected from vector insects,

- either ☒ during the 40 days prior to dispatch (3) or

- ☐ during 30 days prior to dispatch from the United Arab Emirates (AE) (3)

(e) it/they come(s) from the territory or in cases of official regionalization according to Community legislation from a part of the territory of a third country in which:

(i) Venezuelan equine encephalomyelitis has not occurred during the last two years;

(ii) dourine has not occurred during the last six months;

(iii) glanders has not occurred during the last six months;

(iv) either ☐ vesicular stomatitis has not occurred during the last six months; (3) or

(iv) ☒ it/they was/were tested on a sample of blood taken within 10 days of export on 25/03/2013 (6.), by a virus neutralization test for vesicular stomatitis with negative result(s) at a dilution of 1 in 12; (3)

(v) in the case, the above described consignment of equidae includes uncastrated male animals older than 180 days,

- either ☐ equine viral arteritis has not been officially recorded during the last six months (3) or

- ☐ the uncastrated mal animals were tested on blood samples taken within 21 days of export on (4) by virus neutralization test for equine viral arteritis with negative result at dilution of 1 in 4 in each case (3) or

28 More information can be found under heading 'II.2. Search for an import certificate'.

Morocco

93/197 Horses from AE, BH, DZ, EG, JO, KW, LB, LY, OM, QA, SA, SY, TR, equidae from DZ, IL, MA, MU and TN

Part II: Certification	II. Health information	II.a. Certificat reference number [REDACTED]	II.b. TRACES reference number IMPORT.MA.2013.[REDACTED]-V1
	<p>I. Health information</p> <p>I, the undersigned, certify that the animal(s) described above meets the following requirements:</p> <ul style="list-style-type: none"> (a) it/they come(s) from a country where the following diseases are compulsorily notifiable; African horse sickness, dourine, glanders, equine encephalomyelitis (of all types including VEE), infectious anaemia, vesicular stomatitis, rabies, anthrax; (b) it/they has/have been examined today and show(s) no clinical sign of disease (2); (c) it/they is/are not intended for slaughter under a national programme of infectious or contagious disease eradication; (d) during the three months immediately preceding the exportation (or since birth if less than three months old, or since entry, if it was imported directly from the European Community during the previous three months) it has been resident on holdings under veterinary supervision in the country of dispatch and it has been kept in an approved isolation centre, protected from vector insects, <ul style="list-style-type: none"> - either during the 40 days prior to dispatch (3) or - during 30 days prior to dispatch from the United Arab Emirates (AE) (3) (e) it/they come(s) from the territory or in cases of official regionalization according to Community legislation from a part of the territory of a third country in which: <ul style="list-style-type: none"> (i) Venezuelan equine encephalomyelitis has not occurred during the last two years; (ii) dourine has not occurred during the last six months; (iii) glanders has not occurred during the last six months; (iv) either vesicular stomatitis has not occurred during the last six months; (3) or (iv) it/they was/were tested on a sample of blood taken within 10 days of export on 25/03/2013 (6), by a virus neutralization test for vesicular stomatitis with negative result(s) at a dilution of 1 in 12; (3) (v) in the case, the above described consignment of equidae includes uncastrated male animals older than 180 days, <ul style="list-style-type: none"> - either equine viral arteritis has not been officially recorded during the last six months (3) or - the uncastrated male animals were tested on blood samples taken within 21 days of export on (4) by virus neutralization test for equine viral arteritis with negative result at dilution of 1 in 4 in each case (3) or 		

II.4.1. SUBMISSION OPTIONS

The following options are available as regards certification of an import certificate in TRACES (Part II, Certification):

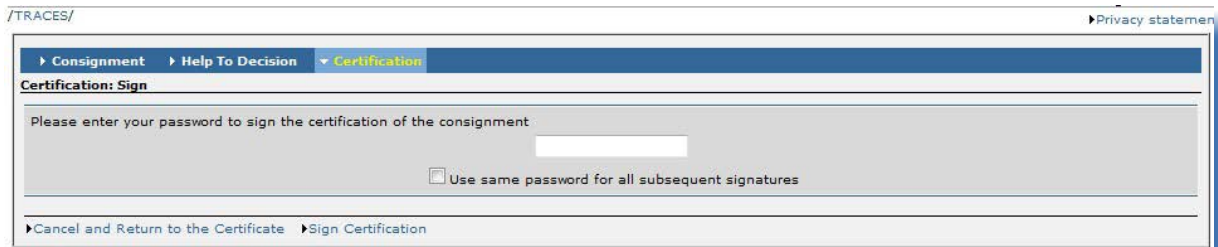
Official veterinarian or official inspector	
LVU Number:	MA00034 Tanger (Service vétérinaire)
Address:	[REDACTED]
Postal Code / Region:	[REDACTED]
Country:	MA
Name:	►lvu, MA
Qualification and title:	[REDACTED]
►Cancel and Return to Menu ►Reject ►Save as in progress ►Submit decision ►Print	

Save options

'Cancel and Return to Menu'	Returns to the 'Veterinary certificate to EU' submenu and cancels all actions performed during certification of the import certificate. If your import certificate has not yet been saved, all information entered in Part I and II will be lost.
'Reject'	All mandatory information on the consignment presented (Part I and II) must have been entered for the competent authority to be able to draw a conclusion on it. This option comprises the last stage relating to Part I and II of the import certificate. The status of the import certificate becomes ' Rejected '.
'Save in progress'	Saves Part I and II of an import certificate that has not yet been certified. It is an intermediate, optional stage before final certification of Part I and II of the import certificate (acceptance or refusal of the consignment by the LVU/CCA), e.g. for completion of checks. This option can also be used to fill in an import certificate at different stages and different places. The status of the import certificate becomes ' In progress '. No notification messages will be sent regarding the submission of the document in 'In progress' status.
'Submit decision'	All mandatory information on the consignment presented (Part I and II) must have been entered for the competent authority to be able to draw a conclusion on it. This option comprises the last stage relating to Part I and II of the import certificate. The status of the import certificate becomes ' Valid '.
'Print'	More information can be found under heading 'III.3. Print import certificates'.

II.4.2. SIGNATURE

TRACES requires the users' password to certify the import certificate. After entering it, click on the '**Sign validation**' button.



The screenshot shows a web browser window titled "/TRACES/" with a "Privacy statement" link in the top right corner. The main navigation bar includes "Consignment", "Help To Decision", and "Certification" (which is highlighted). Below the navigation bar, the page title is "Certification: Sign". The main content area contains the text "Please enter your password to sign the certification of the consignment" followed by a password input field. Below the input field is a checkbox labeled "Use same password for all subsequent signatures". At the bottom of the form, there are two buttons: "Cancel and Return to the Certificate" and "Sign Certification".

The '**Use same password for all subsequent signatures**' box can be checked for the password to be stored by TRACES throughout the session. A session terminates automatically after 30 minutes of inactivity.

II.5. FOLLOW-UP (*FEEDBACK ON CED/CVED/DECLAR*)

In order to speed up the submission process at the EU border, the data validated in an IMPORT can be transferred automatically to an official entry document (CED/CVED/DECLAR). This is called 'cloning' in TRACES.

Both the economic operator and the competent authority at the EU BIP/DPE/DPI have this 'cloning' option when opening a validated IMPORT.

Only the non-EU competent authority having validated the IMPORT ²⁹ (*and the economic operator having submitted it*) can consult the decision taken at the EU border, along with the RASFF notification (*if any*), as soon as the EU BIP/DPE/DPI certified (Part II) the 'cloned' official entry document (CED/CVED/DECLAR).

II.5.1. CONSULTING THE OFFICIAL ENTRY DOCUMENT

II.5.1.1. ACCESS BY HYPERLINK

You can directly consult the official entry document certified at the EU border on the basis of your validated IMPORT, by clicking the hyperlink in the TRACES notification message.

II.5.1.2. ACCESS BY MENU

You can also access the official entry document certified at the EU border on the basis of your validated IMPORT, from the 'Veterinary Documents' menu and:

A/ From your IMPORT:

- Log into TRACES;
- Click 'Veterinary certificate to EU' submenu which displays the IMPORT search screen;
- Check the 'Cloned' search criterion, in order to search for IMPORTs that are cloned, i.e. transferred to an official entry document;
- 'Open' the desired IMPORT; and

²⁹ This also involves certification for the export of fishery products coming from a factory vessel (FV) or a freezing vessel (ZV) flying the flag of an EU/EFTA country, which have been landed in a non-EU country and loaded after storage within a warehouse or on a quay. More information can be found under heading 'II.1.2. Export of fishery products and EU establishments' in the 'Import certificates Part I' user manual.

/TRACES/Veterinary Documents/ Veterinary certificate to EU Privacy statement

- Welcome Page
- Veterinary Documents
 - Intra Trade
 - Animal Health Certificates
 - CVED for Animals
 - CVED for Animal Products
 - Veterinary certificate to EU**
 - Common Entry Document (CED)
 - Commercial Document
 - Empty Certificate
- Reporting
- User and Organisation Management
 - Change Password
 - Modify User Profile
- Establishment List Publications
 - EU
 - Establishments list per sector
 - EU
 - Establishments list per country
 - Third Country

Search for Veterinary certificate to EU

Search Criteria	
Certificate Reference:	<input type="text"/>
Consignor:	<input type="text"/>
Consignee:	<input type="text"/>
Departure After:	<input type="text"/>
Departure Before:	<input type="text"/>
Country of Destination:	<input type="text"/>
Authority of destination:	<input type="text"/>
Authority of origin:	<input type="text"/>
Country of Origin:	<input type="text"/>
Passport N°:	<input type="text"/>
Certificate Status:	<input type="text"/>
<input type="button" value="Clear"/> <input type="button" value="Search"/>	

Certificate reference number TRACES :	<input type="text"/>
Declaration date after:	<input type="text"/>
Declaration date before:	<input type="text"/>
Commodity:	<input type="text"/> <input type="button" value="Browse"/>
Means of Transport:	<input type="text"/>
Postal code of destination:	<input type="text"/>
Authority of destination code:	<input type="text"/>
Authority of origin code:	<input type="text"/>
Entry point:	<input type="text"/>
Cloned:	<input type="checkbox"/>

Search Result

Certificate reference number TRACES	Certificate Reference	Country from where consigned	Country of Destination	Consignor	Consignee	Animal Species	Status
IMPORT		Morocco	Spain			0302 85 10, 0302 85 90, 0302 89 50, 0302 89 90, 0307 41 10, 0307 91 00	Valid

- Click the official entry documents' hyperlink indicated after 'Corresponding CVED Reference Number'.

/TRACES/Veterinary Documents/ Veterinary certificate to EU Privacy statement

- Consignment
- Certification
- References
- Traders
- Consignment
- Transport
- Purpose

Details of Consignment Presented: References

I.2. Certificate reference number:	<input type="text"/>	I.2.a. TRACES reference number :	IMPORT.MA.2013.
		Corresponding CVED Reference Number:	CVEDP.FR.2013.

I.6 Person responsible for load in EU

Name:	<input type="text"/>
Address:	<input type="text"/>
Postal Code / Region:	<input type="text"/>
Country:	FR France

I.17. No.(s) of CITES:

<input type="text"/>

Competent Authorities

I.4. Local Competent Authority:	MA00034 Tanger (Service vétérinaire)
I.3. Central Competent Authority:	MA00000 Office National de Sécurité Sanitaire des Produits Alimentaires

Identification of Applicant

Name:	<input type="text"/>
Date of Declaration:	25/03/2013 (UTC +0100)

B/ From the 'cloned' official entry document: ³⁰

- Log into TRACES;
- Click one of the official entry documents' submenus; ³¹

³⁰ B/ is only possible if the official entry document reference number has been communicated to the non-EU country user.

³¹ CED: 'Common Entry Document (CED)'
CVEDA: 'CVED for Animals'

- Enter the official entry documents' reference number in the appropriate search criterion;
- 'Open' the desired official entry document.

Search for CVEDs for Animal Products

Search Criteria

Certificate Reference:

Consignor:

Consignee:

Arrival at BIP after:

Arrival at BIP before:

Country of Destination:

Postal code of destination:

Local reference number:

Certificate Status:

Country of Origin:

Declaration date after:

Declaration date before:

Commodity:

Browse

Means of Transport:

Authority of destination:

Authority of destination code:

Authority of origin:

Authority of origin code:

Container Number:

Document:

Advanced:

☐ To Tranship

☐ Transhipped

☐ Splitted CVED

☐ Pending rejection

☐ Pending laboratory tests

Clear

Search

Direct access

Search Result

Certificate Reference	Country of Origin	Consignor	Consignee	Commodity	Status
New					

II.5.2. CONSULTING THE DECISION TAKEN BY THE EU BIP/DPE/DPI

II.5.2.1. PARTS I AND II

You can access the official entry document following the instructions as described under heading 'II.5.1. Consulting the official entry document'.

The 'References' tab in **Part I (Consignment)** is shown automatically in the official entry document.³² The IMPORT from which the official entry document was issued, is displayed as a hyperlink in the field '**Corresponding Veterinary Certificate to EU**' in box '10. Veterinary Documents'.

▼ Consignment ▶ Decision ▶ RASFF	
▼ References ▶ Traders ▶ Commodity ▶ Transport ▶ Purpose	
Details of Consignment Presented: References	
2. CVED reference number: CVEDP.FR.2013. [text box]	Border Inspection Post
Local reference number: [text box]	BIP: Brest
	TRACES Unit Number : FRBES1
4. Person responsible for load	
Date of Declaration: 25/03/2013	10. Veterinary documents
Name of signatory:	Corresponding Veterinary Certificate to EU: ▶IMPORT.MA.2013. [text box]
Name: [text box]	Veterinary Document Number: [text box]
Address: [text box]	Date of Issue (dd/mm/yyyy): 25/03/2013
Postal Code / Region: [text box]	
Country: FR France	
▶Close	

³² Other tabs in Part I of the official entry document can be consulted as well.

You can go to **Part II (Decision/Certification)** ³³ to obtain information on the decision taken by the competent authority at the EU border.
The 'Control Authority' tab in Part II (Decision/Certification) is shown automatically in the official entry document and enables you to contact the competent authority at the EU BIP/DPE/DPI by clicking its **name** in hyperlink format. ³⁴

Consignment

Decision

RASFF

Control Authority

Checks

Laboratory Tests

Acceptance

Refusal

Decision on Consignment: Control Authority

25. CVED Reference Number: CVEDP.FR.2013.

Local reference number:

42. Customs Document Reference:

39. Full Identification of BIP / Competent Authority

BIP: Brest

TRACES Unit Number : FRBES1

43. Subsequent CVED

Number(s):

24. Previous CVED

Reference Number:

38. Consignment Resealed

New seal no:

40. Official Veterinarian

Name: [bip, FR](#)

Date: 25/03/2013

Close

40. Official Veterinarian

User

E-mail: BIP.FR@traces-cbt.net

First Name: bip

Last Name: FR

Notification language: English

Notification type: HTML

Phone Number:

Fax:

Additional Information:

Status: Valid

Status set by: [Aude Callens](#)

Date: 04/02/2013

Authority

TRACES Unit Number : FRBES1

Name: Brest

Address:

Postal Code / Region: 29283

City: Brest Cedex

Country: France

User Type

User Type: ☒ Standard User

☐ Collective User

Close

33 And all of its tabs.
34 This is in box '40. Official Veterinarian'.

The 'Checks' tab shows details on the different checks and laboratory tests carried out.

Consignment > Decision > RASFF > Control Authority > Checks > Laboratory Tests > Acceptance > Refusal

Decision on Consignment: Checklists & Laboratory Tests

Checklists

26. Documentary Check:

☒ Satisfactory ☐ Not satisfactory

27. Identity Check:

☐ Seal Check ☒ Full Identity Check

☒ Satisfactory ☐ Not satisfactory

28. Physical Check:

☐ Not Done ☐ Satisfactory ☒ Not satisfactory

When not done: ☐ Reduced checks regime ☐ Other

29. Laboratory Tests

Tests Executed: ☒ Yes ☐ No

Date: 25/03/2013

Motivation: ☒ Random ☐ Suspicion

Tested for:

1. 0304 63 00 Lates niloticus .CHEMICAL ELEMENTS ☐ Pending ☐ Satisfactory ☒ Not satisfactory

Close

The 'Laboratory Tests' tab may provide additional information to the tests indicated in the 'Checks' tab. This information is mandatory when the consignment has been rejected for reasons which impose a 'Rapid Alert System for Food and Feed' (RASFF) notification.³⁵

Consignment > Decision > RASFF > Control Authority > Checks > Laboratory Tests > Acceptance > Refusal

Decision on Consignment: Laboratory Tests

Laboratory Test

Reference: LAP- -CVEDP.FR.2013.

Analysis type: Initial Analysis

Applicant

Laboratory: 25/03/2013

Sample date: 25/03/2013

Sample Batch Nr.:

Species: ☒ 1. 0304 63 00 Lates niloticus

Laboratory Test: .CHEMICAL ELEMENTS

Number of samples: 2

Sample Type: fish meat

Conservation of sample: Frozen

Laboratory

Sample Use By Date: 27/03/2013

Released date: 25/03/2013

Laboratory Test Method:

Results:

Conclusion: ☐ Satisfactory ☒ Not satisfactory ☐ Not interpretable

Close

³⁵ More information on a RASFF notification can be found under heading 'II.5.2.2. RASFF notification'.

Details on 'Acceptance':

ConsignmentDecisionRASFF

Control AuthorityChecksLaboratory TestsAcceptanceRefusal

Decision on Consignment: Acceptance

NOT Acceptable

Please fill-out the Refusal tab.

30. ACCEPTABLE for Transshipment

BIP:
3rd country:

31. ACCEPTABLE for Transit Procedure

To 3rd Country:
Exit BIP:

33. ACCEPTABLE if channelled

Article 8 procedure

Re-import of EU products (Article 15)

37. Details of Controlled Destinations:

Approval no (where relevant):
Name:
Address:
Postal Code / Region:

32. ACCEPTABLE for Internal Market

For Free Circulation:

Animal feedingstuff

Human consumption

Other

Pharmaceutical use

Technical use

34. ACCEPTABLE for Specific Warehouse Procedure (Art. 12.4 and 13)

Customs warehouse

Direct to a ship

Free zone or Free warehouse

Ship supplier

37. Details of Controlled Destinations:

Approval no (where relevant):
Name:
Address:
Postal Code / Region:

Close

Details on 'Refusal': ³⁶

ConsignmentDecisionRASFF

Control AuthorityChecksLaboratory TestsAcceptanceRefusal

Decision on Consignment: Refusal

35. NOT ACCEPTABLE

☐ 1. Re-export

☒ 2. Destruction

☐ 3. Transformation

By Date:

37. Details of Controlled Destinations (33-35):

Approval no (where relevant):

Name:

Address:

Postal Code / Region:

36. Reason for Refusal

☐ 1. Absence/Invalid certificate

☐ 10. Other

☒ 10. Other, create RASFF notification

☐ 2. Non approved country

Country:

☐ 3. Non approved establishment

Name:

☐ 4. Prohibited product

☐ 5. ID: Mis-match with documents

☐ 6. ID: Health mark error

☐ 7. Physical hygiene failure

☒ 8. Chemical contamination

☐ 9. Micro biological contamination

Close

³⁶ Including the details on Controlled Destination in case of destruction, transformation, etc. of the consignment.

II.5.2.2. RASFF NOTIFICATION

The 'Rapid Alert System for Food and Feed' (RASFF) is based on [Regulation \(EC\) 178/2002 of the European Parliament](#)³⁷ laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety. Articles 50, 51 and 52 define the scope and procedures of the RASFF.

In order to avoid having to re-enter data in the RASFF Portal that have already been entered in the official entry document,³⁸ a link has been established between TRACES and RASFF. This link enables the competent authority at the EU border to easily submit the RASFF notification to the RASFF contact points.

The RASFF module is not activated for non-EU countries.³⁹ However, competent authorities in non-EU countries (*LVU and CCA*) have access to RASFF notifications (read-only) as soon as they are validated by the European Commission.

In concreto

The RASFF notification is available (*read-only*) to non-EU TRACES users if:

- the IMPORT has been certified in TRACES;
- the corresponding (cloned) official entry document has been rejected at the EU border for RASFF reasons; and
- the RASFF notification has been fully validated by the European Commission RASFF contact point.⁴⁰

You can access the official entry document following the instructions as described under heading 'II.5.1. Consulting the official entry document'.

Although the 'References' tab in Part I (Consignment) is shown automatically in the official entry document,⁴¹ you may directly access the RASFF notification via the 'RASFF' tab.

A summary of the RASFF notification is shown in the 'Select Current RASFF' tab:

▶ Consignment ▶ Decision ▶ RASFF						
▶ Select Current RASFF ▶ General/Product ▶ Risk/Measure/Lot ▶ Origin/Distribution ▶ Rejection/Other ▶ Hazard						
List of RASFF Notifications						
Product	Species	4. Date of notification	2. Notifying country	Signatory	RASFF Status	
1. 0304 Fish fillets and other fish meat (whether or not minced), fresh, chilled or frozen <i>Frozen fillets of tilapia (Oreochromis[spp.], catfish (Pangasius[spp.], Silurus[spp., Clarias[spp., Ictalurus[spp.], carp (Cyprinus carpio, Carassius carassius, Ctenopharyngodon idellus, Hypophthalmichthys[spp., Cirrhinus[spp., Mylopharyngodon piceus), eels (Anguilla[spp.], Nile perch (Lates niloticus) and snakeheads (Channa[spp.)</i>	Lates niloticus	25/03/2013 (UTC +0100)	France	bip, FR FRBES1 , Brest	Valid Re-enforced Check Created: RASFF alert on CVEDP.FR.2013. [REDACTED] Active).	
0304 63 00 Of Nile perch (Lates niloticus) Wild stock						
▶Open ▶Print (Currently Opened)						
▶Close						

37 Regulation (EC) 178/2002 of the European Parliament: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32002R0178:EN:NOT>

38 DECLAR and CHED-PP are not concerned here.

39 The RASFF module is only activated for EU and EU-associate countries (Norway, Switzerland, Andorra, San Marino, Iceland and the Faroe Islands).

40 More information on the RASFF workflow can be found under heading 'IV.5.1. Re-enforced Check programme'.

41 Other tabs may consulted as well.

You may also consult the following RASFF tabs:

The 'General/Product' tab:

- product information
- details on signatory workflow
- comments from both the Member State and the European Commission Contact Points

Consignment Decision RASFF	
Select Current RASFF General/Product Risk/Measure/Lot Origin/Distribution Rejection/Other Hazard	
Details of RASFF	
General information Notification: Initial 1. Notification type: Food Notification basis: Border rejection 2. Notifying country: France 3. Contact point reference N°: <input type="text"/> 4. Date of notification: 25/03/2013 (UTC +0100)	Product 16. Product category: fish and products thereof (other than crustaceans and molluscs) 17. Product name: <input type="radio"/> 1. 0304 63 00 Lates niloticus <div>extra information can be provided here</div> Product description 18. Brand/trade name: <input type="text"/> 19. Product aspect: Frozen Polystyrene Box 20. Other labelling info: <div>test other labelling info can be provided here</div> Number of units: 1 21. Unit/vol. weight: <input type="text"/>
Signatory workflow information Signatory: bip, FR FRBES1 , Brest 25/03/2013 (UTC +0100) MSCP: cca, FR FR00000, Dgal-Bicma, C 25/03/2013 (UTC +0100) ECCP: Annelies, Van Ranst 25/03/2013 (UTC +0100)	
MSCP Comment <div>MSCP comments may be inserted here; for consultation by the CP/interested in the load.</div>	ECCP Comment <div>ECCP comments may be inserted here; for consultation by the CP/interested in the load.</div>
Re-enforced Check Created: RASFF alert on CVEDP.FR.2013.	This Re-enforced Check has been validated by the European Commission.
Close	

The 'Risk/Measure/Lot' tab:

- the outcome of investigation and measures adopted
- the identification of the lot(s)

Consignment Decision RASFF	
Select Current RASFF General/Product Risk/Measure/Lot Origin/Distribution Rejection/Other Hazard	
Details of RASFF	
Outcome of investigation and measures adopted Distribution status: No distribution 26. Compulsory measures: 2. Destruction 27. Date of entry into force: 27/03/2013 28. Duration: <input type="checkbox"/> Public recall: 22. Concern: Human health 23. Legislation in breach 24. Scope: EU 25. Max. permitted level:	Identification of the lot(s) 29. Consignment/Lot number : Durability dates: 30. Use-by date: / 31. Best before date: / 32. Sell-by date: / Description of the lot: 33. N of units: 1 34. Total net weight of lot: 10,000 34. Total gross weight of lot: 10,000
Close	

The 'Origin/Distribution' tab:

Consignment Decision RASFF	
Select Current RASFF General/Product Risk/Measure/Lot Origin/Distribution Rejection/Other Hazard	
Details of RASFF	
Origin 35. Country of origin: Manufacturers: * Name: Type: Processing Plant Approval number: Address: Postal Code / Region: Country: Dispatcher/exporter: Name: Address: Postal Code / Region: Country:	Distribution Distributed by: Name: Address: Postal Code / Region: Country: France Distribution to member states: Distribution to third countries:
Close	

The 'Rejection/Other' tab:

- attachments, if any, such as pictures, documents, etc. taken at the EU border

Consignment		Decision		RASFF					
Select Current RASFF		General/Product		Risk/Measure/Lot					
Origin/Distribution		Rejection/Other		Hazard					
Details of RASFF									
In case of a rejection at the border			Other information						
45. Point of entry: Name: Brest Address: . Postal Code / Region: 29283 Country: FR Type of check: Random 47. Country of dispatch: . 49. Country of destination: France			Public health certificate: 52. CVED N: CVEDP.FR.2013. 53. Date: 25/03/2013 (UTC +0100) 54. Number: .						
50. Consignee: Name: . Address: . Postal Code / Region: . Country: France 55. Container number(s): . 56. Means of transport: Aeroplane, .			57. Organisation/ministry Name: Brest Address: . Postal Code / Region: 29283 Country: FR						
			58. Person to contact: Name: . Phone: . Fax: . E-mail: .						
			59. Other information: <div></div>						
			61. What information can be made available to third parties: Reason: .						
Attachments									
<table border="1"> <thead> <tr> <th>File</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> </tr> </tbody> </table>						File	Size		
File	Size								
Close									

The 'Hazard' tab:

- information on the category and nature of hazard, laboratory tests and details on sampling

Consignment		Decision		RASFF	
Select Current RASFF		General/Product		Risk/Measure/Lot	
Origin/Distribution		Rejection/Other		Hazard	
Details of RASFF					
Hazard					
Hazard 1: 5. Category of hazard: Chemical contamination (other) 6. Nature of hazard: .CHEMICAL ELEMENTS 7. Results of the tests: . 8. Counter analysis: No			Sampling: 9. Date: 25/03/2013 (UTC +0100) 10. N of samples: 2 11. Method: .		
13. Laboratory: Name: . Identification: . Address: . Country: . 14. Sample treatment/analysis matrix: . 15. Method of analysis: .			12. Place of sampling Name: Brest Address: . Postal Code / Region: 29283 Country: FR		
Close					

III. IMPORT CERTIFICATE FUNCTIONALITIES

III.1. MODIFY AN IMPORT CERTIFICATE

III.1.1. MODIFY SUBMITTED IMPORT CERTIFICATES (PART I)

Within the constraints of the document model chosen,⁴² the competent authority user can carry out the desired modifications by simply searching for, opening, modifying and (re-)submitting the import certificate with 'Draft', 'New' and 'In progress' statuses.

'Draft' import certificates are accessible only to the submitting TRACES user and direct colleagues linked to the same authority.

'New' and 'In progress' import certificates can be modified only if the competent authority has not yet certified the document.

TRACES users can easily check whether Part I has been modified by checking the version number (- Vx) after the TRACES certificate reference number.

When printing out import certificates, it may be important to quickly identify modifications made between the moment of printing and processing Part I of the document.

[Traces/Veterinary Documents/ Veterinary certificate to EU](#)
[EO.MA@traces-cbt.net](#)
[Privacy statement](#)

[Consignment](#)
[References](#)
[Traders](#)
[Consignment](#)
[Transport](#)
[Purpose](#)

Details of Consignment Presented: References

I.2. Certificate reference number:
 I.2.a. TRACES reference number : IMPORT.MA.2013. V2

I.6 Person responsible for load in EU
 I.17. No.(s) of CITES:

Name:
 Address:
 Postal Code:
 Country:

Morocco

I.1. Consignor
 Name:
 Address:
 Country: Morocco (MA)
 Phone:

I.2. Certificate reference number

 I.2.a. TRACES reference number : IMPORT.MA.2013. V1

I.3. Central Competent Authority
MA00000 Office National de Sécurité Sanitaire des Produits

I.4. Local Competent Authority
MA00108 Casablanca (Service vétérinaire)

I.5. Consignee
 Name:
 Address:
 Country: France (FR)

I.6 Person responsible for load in EU
 Name:
 Address:
 Country: France (FR)

[Cancel and Return](#)

42 Modification of the IMPORT model chosen, is only possible through the cancellation and re-creation of the IMPORT, as it involves the definition of Part II of the import certificate.

III.1.2. MODIFY CERTIFIED IMPORT CERTIFICATES (PARTS I AND II)

The details in Parts I (Consignment) or II (Certification) can easily be corrected using the 'Copy as replacement' button. Instead of cancelling the import certificate and re-creating a correct version from scratch, the competent authority can use the '**Copy as replacement**' button below the document to cancel the original and quickly re-create a new document using the information in the original.

Hence, the 'Copy as replacement' functionality enables the user to quickly modify an already 'validated' or 'rejected' document.

'Copy as replacement' button:

User Management Organisations Change Password Modify User Profile Establishment List Publications EU Establishments list per sector EU Establishments list per country Third Country Establishments list per sector Third Country Establishments	Search Result							
	Certificate reference number TRACES	Certificate Reference	Country from where consigned	Country of Destination	Consignor	Consignee	Animal Species	Status
	IMPORT.MA.2013		Morocco	France			0302 32	New
	IMPORT.MA.2013		Morocco	France			0206 10 10	Valid
	IMPORT.MA.2013		Morocco	France			0302 32	New
	IMPORT.MA.2013		Morocco	France			0303 12 00	Valid
	IMPORT.MA.2013		Morocco	France			0302 31	Valid

In order to follow up and identify any modifications made to an import certificate and to speed up the issuing of the document, we recommend using this 'Copy as replacement' functionality when Parts I or II need to be corrected.

A **hyperlink** with the number of the replaced import certificate will appear in the 'Reference Number' box of the new document, while a hyperlink with the number of the new document will appear in the 'Reference Number' box of the replaced document. This makes it easy to identify the replacing and replaced import certificates.

The **date** of replacement and the **identity** of the replacing competent authority appear in the relevant boxes on the interface and on the print-outs of the import certificate.

The **consistency check** between the certification date (Part II) and box 'I.14. date of departure' remains on the original certification date of the IMPORT.⁴³

⁴³ More information can be found under heading 'II.2.3. Filling in Part I of an IMPORT' and subheading 'Transport' in the 'Import certificates Part I' user manual.

Hyperlink in the new import certificate (interface):

LVU.MA@traces-cbf.net
Privacy statement

TRACES/Veterinary Documents/ Veterinary certificate to EU

Consignment Certification
References Traders Consignment Transport Purpose

Details of Consignment Presented: References

I.2. Certificate reference number: I.2.a. TRACES reference number : IMPORT.MA.2013.
Replaced certificate: ▶IMPORT.MA.2013

I.6 Person responsible for load in EU

Name:
Address:
Postal Code / Region:
Country: FR France
N°: Assign Clear Select

I.17. No.(s) of CITES:

Competent Authorities

I.4. Local Competent Authority: MA00034 Tanger (Service vétérinaire)
I.3. Central Competent Authority: MA00000 Office National de Sécurité Sanitaire des Produits Alimentaires
Official Veterinarian:
Submission Date: 25/04/2013 (UTC +0100)

Identification of Applicant

Name:
Date of Declaration: 25/04/2013 (UTC +0100)
Date of Creation: 25/04/2013

Close Submit for Certification Cancel certificate Print

Hyperlink in the new import certificate (printout):

Morocco Veterinary certificate to EU

Part I : Details of dispatched consignment

Replaced certificate: IMPORT.MA.2013.

I.1. Consignor Name Address Country: Morocco (MA) Phone		I.2. Certificate reference number Af seqq 485q	I.2.a. TRACES reference number : IMPORT.MA.2013.
I.5. Consignee Name Address Country: France (FR) Phone		I.3. Central Competent Authority MA00000 Office National de Sécurité Sanitaire des Produits	
I.7. Country of origin, ISO code Morocco(MA)		I.4. Local Competent Authority MA00034 Tanger (Service vétérinaire)	
I.8. Region of origin, Code		I.6 Person responsible for load in EU Name Address Country: France (FR) Phone	
I.11. Place of origin Name Approval number Address Country: Morocco (MA)		I.9. Country of destination France	I.10. Region of destination FR
I.13 Place of loading Address (MA)		I.12. Place of destination Name Approval number Address Postal code / Region	
		I.14 Date of departure 26/04/2013 09:00 (UTC +0100)	

Hyperlinks in a replacing import certificate which has been replaced in turn by another document (*interface*):

/TRACEs/Veterinary Documents/ Veterinary certificate to EU
LVU.MA@traces-cbf.net
Privacy statement

Consignment
Certification
References
Traders
Consignment
Transport
Purpose

Details of Consignment Presented: References

I.2. Certificate reference number:

I.2.a. TRACES reference number : IMPORT.MA.2013.
Replaced certificate: ▶IMPORT.MA.2013.
Replaced by: ▶IMPORT.MA.2013.

I.6 Person responsible for load in EU

I.17. No.(s) of CITES:

Competent Authorities

Identification of Applicant

I.4. Local Competent Authority: MA00034 Tanger (Service vétérinaire)
I.3. Central Competent Authority: MA00000 Office National de Sécurité Sanitaire des Produits Alimentaires

Official Veterinarian: ▶
Submission Date: 25/04/2013 (UTC +0100)

Name:
Date of Declaration: 25/04/2013 (UTC +0100)
Date of Creation: 25/04/2013
Date of Replacement: 25/04/2013

Close
Print

Hyperlinks in a replacing import certificate which has been replaced in turn by another document (*printout*):

Morocco
Veterinary certificate to EU

Part I : Details of dispatched consignment

11. Consignor
Name
Address

Country Morocco (MA)
Phone

12. Certificate reference number
12.a. TRACES reference number : IMPORT.MA.2013.

13. Central Competent Authority
MA00000 Office National de Sécurité Sanitaire des Produits
14. Local Competent Authority
MA00034 Tanger (Service vétérinaire)

15. Consignee
Name
Address

Country France (FR)
Phone

16. Person responsible for load in EU
Name
Address

Country France (FR)
Phone

17. Country of origin, ISO code Morocco(MA)
18. Region of origin, Code
19. Country of destination, ISO code France
110. Region of destination, Code FR

21. Place of origin
Name
Approval number
Address

Country Morocco (MA)

22. Place of destination
Name
Approval number
Address

Postal code / Region

23. Place of loading
Address (MA)

24. Date of departure
26/04/2013 09:00 (UTC +0100)

25. Means of transport
Aeroplane ☒ Ship ☐ Road vehicle ☐ Railway wagon ☐ Other ☐
Identification:
Document:

26. Entry BIP in EU
Name Brest BIP unit no.: FRBES1
27. No.(s) of CITES

28. Temperature of products
Ambient ☐ Chilled ☐ Frozen ☒

29. Quantity 1.200 Kg (1.200 Kg)
30. Total Number of Packages 10

23. Seal / Container No.

25. Commodity certified as:
Human consumption ☒

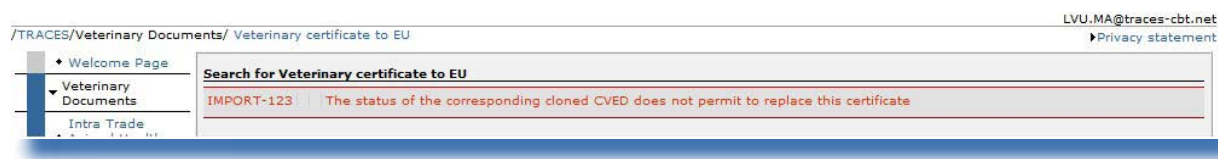
26. For transit to 3rd Country by EU

27. For import or admission into EU ☒

Replaced certificate: IMPORT.MA.2013. / Replaced by: IMPORT.MA.2013.

NOTE - Modification of various details in Parts I (Consignment) or II (Decision) of valid (*Part II*) IMPORTs can only be done before the EU BIP/DPE/DPI has certified (*Part II*) the cloned ⁴⁴ official entry document issued from your IMPORT. ⁴⁵

If not, you may receive the following alert message:
'IMPORT-123 The status of the corresponding cloned CVED does not permit to replace the certificate'



⁴⁴ More information on the cloned official entry documents can be found under heading 'II.5. Follow-up (*feedback on CED/ CVED/DECLAR*)'.

⁴⁵ This means that the official entry document 'cloned' from the (valid) IMPORT, has not yet been validated or rejected by the EU BIP/DPE/DPI and either has the status 'New', 'Draft' or 'In progress' status. More information on the different certificate statuses can be found under heading 'II.1.1. Certification workflow'.

III.2. DELETE OR CANCEL AN IMPORT CERTIFICATE

III.2.1. DELETE

The '**Delete**' option is available only when Part I of an import certificate has been submitted, and has the status 'Draft' or 'New' in TRACES. ⁴⁶

Both the economic operator and the competent authority have access to the document and the '**Delete**' option.

The import certificate will no longer be visible after deletion.

In order to 'Delete' an import certificate:

1. Search for the specific document ⁴⁷ in the 'Veterinary Documents' submenu:
'Veterinary certificate to EU'
2. Click the 'Open' button under the import certificate
3. Click the 'Delete' button

/TRACES/Veterinary Documents/ Veterinary certificate to EU ▶ Privacy statement

▼ Consignment	
▼ References ▶ Traders ▶ Consignment ▶ Transport ▶ Purpose	
Details of Consignment Presented: References	
I.2. Certificate reference number:	I.2.a. TRACES reference number : IMPORT.MA.2013. - V1
I.6 Person responsible for load in EU	
Name:	
Address:	
Postal Code / Region:	
Country:	ES Spain
N°:	▶ Assign ▶ Clear ▶ Select
Competent Authorities	
I.4. Local Competent Authority:	MA00034 Tanger (Service vétérinaire)
I.3. Central Competent Authority:	MA00000 Office National de Sécurité Sanitaire des Produits Alimentaires
Identification of Applicant	
Name:	▶
Date of Declaration:	22/02/2013
▶ Cancel and Return to Menu ▶ Submit for Certification ▶ Delete ▶ Print	

⁴⁶ More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

⁴⁷ For 'Draft' import certificates, only the 'initiator' and his/her direct colleagues, belonging to the same organisation, will be able to consult and make additional modifications (deletions) to the import certificate. More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

III.2.2. CANCEL

The '**Cancel**' option is available only when Part II has been submitted and has the status 'In progress' or 'Valid'.⁴⁸

As only the competent authority can fill in Part II of an import certificate, only the competent authority can 'Cancel' a document that has already been initiated in TRACES.

For the sake of traceability reasons, however, the document will remain visible with the 'Cancelled' status, after cancellation.

NOTE - Cancellation of valid (*Part II*) IMPORTs can only be done before the EU BIP/DPE/DPI has certified (*Part II*) the cloned official entry document issued from this IMPORT.⁴⁹

If not, the 'Cancel certificate' button may not be available within the IMPORT.

In order to 'Cancel' an import certificate:

1. Search for the specific import certificate in the 'Veterinary Documents' submenu:
'Veterinary certificate to EU'
2. Click the 'Open' button below the import certificate
3. Click the 'Cancel' button

TRACES/Veterinary Documents/ Veterinary certificate to EU

LVU.MA@traces-cbt.net

Privacy statement

Consignment Certification

References Traders Consignment Transport Purpose

Details of Consignment Presented: References

I.2. Certificate reference number:

I.2.a. TRACES reference number : IMPORT.MA.2013.

I.6 Person responsible for load in EU

Name:

Address:

Postal Code / Region:

Country: FR France

N°: Assign Clear Select

I.17. No.(s) of CITES:

Competent Authorities

I.4. Local Competent Authority: MA00001 Agadir (Service vétérinaire)

I.3. Central Competent Authority: MA00000 Office National de Sécurité Sanitaire des Produits Alimentaires

Official Veterenarian:

Submission Date: 11/04/2013 (UTC +0100)

Identification of Applicant

Name:

Date of Declaration: 11/04/2013 (UTC +0100)

Close Submit for Certification Cancel certificate Print

⁴⁸ More information can be found under heading 'II.1.1. Certification workflow'.

⁴⁹ This means that the official entry document 'cloned' from the IMPORT, has not yet been validated or rejected by the EU BIP/DPE/DPI and either has the status 'New', 'Draft' or 'In progress'. More information on the different certificate statuses can be found under heading 'II.1.1. Certification workflow'.

III.3. PRINT IMPORT CERTIFICATES

In order to print out a TRACES import certificate you need:

- Hardware: a printer
- Software: an updated version of [Adobe Acrobat Reader](http://get.adobe.com/reader/) ⁵⁰

Import certificates must be drawn up at least in the official language or languages of the Member State of destination and those of the Member State in which the border inspection takes place, or be accompanied by a certified translation into that language or languages. However, a Member State may consent to the use of an official Community language other than its own. ⁵¹

III.3.1. SUBMITTED IMPORT CERTIFICATES

In order to print a submitted import certificate:

1. Search for the specific import certificate in the 'Veterinary Documents' submenu:
'Veterinary certificate to EU'
2. Click the 'Open' button under the import certificate
3. Click the 'Print' button

Another web page is opened where one or more languages can be selected to print the submitted import certificate, which will be output in a single PDF file. ⁵²

The screenshot shows the TRACES web interface for an 'Intra Trade Animal Health Certificate'. The 'Details of Consignment Presented: References' section is visible, showing fields for 'I.2. Certificate reference number' (INTRA.FR.2012), 'I.2.a. Local reference number', 'I.6. No.(s) of related original certificates', 'I.6. Related CITES Certificates', 'Competent Authorities' (I.4. Local Competent Authority: FR07500 Paris, I.3. Central Competent Authority: FR00000 Dgal-Bicma, C), and 'Identification of Applicant' (Name, Date of Declaration: 26/10/2012). A 'Print' button is highlighted in the bottom navigation bar. A dialog box titled 'Language selection for printing Certificate' is open, showing a list of languages with checkboxes. The current language, English, is selected. The dialog box also includes 'Cancel' and 'Print' buttons at the bottom.

Language selection for printing Certificate	
<input type="checkbox"/> Croatian	<input type="checkbox"/> Romanian
<input type="checkbox"/> Chinese	<input type="checkbox"/> Turc
<input type="checkbox"/> Hungarian	<input type="checkbox"/> Latvian
<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Norwegian
<input type="checkbox"/> German	<input type="checkbox"/> Finnish
<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Swedish
<input type="checkbox"/> French	<input type="checkbox"/> Macedonian
<input type="checkbox"/> Slovenian	<input type="checkbox"/> Slovak
<input type="checkbox"/> Danish	<input type="checkbox"/> Italian
<input type="checkbox"/> ba	<input type="checkbox"/> Maltese
<input type="checkbox"/> Serbian	<input type="checkbox"/> Albanian
<input type="checkbox"/> Icelandic	<input type="checkbox"/> Czech
<input type="checkbox"/> Greek	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Polish	<input checked="" type="checkbox"/> English
<input type="checkbox"/> Russian	<input type="checkbox"/> Estonian
<input type="checkbox"/> Spanish	<input type="checkbox"/> Dutch

⁵⁰ <http://get.adobe.com/reader/>

⁵¹ Regulation (EC) No 854/2004.

⁵² The current TRACES working language is selected by default. You may tick or untick any language boxes you need.

The status of import certificates is shown by an overprint (watermark).

Only a valid import certificate has the watermark 'ORIGINAL'. For 'New' status, there is no watermark. There are other watermarks for 'Cancelled', 'Draft', 'Rejected' and 'Replaced'.⁵³

In the TRACES test environments, all official documents have the watermark 'TRAINING' or 'ACCEPTANCE', regardless of the status of the official document, so as to avoid any confusion with the 'real-life' production environment.

⁵³ More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

III.3.2. BLANK IMPORT CERTIFICATE MODELS

TRACES users can find all (blank) consolidated import certificate models in the 'Veterinary documents' menu, under the 'Empty certificates' submenu.

There are multiple models for IMPORT, under the 'Veterinary certificate to EU' heading:

- Semen
- Animals
- Products
- By-products

In order to print a blank import certificate model:

1. Click the 'Empty Certificate' submenu under the 'Veterinary documents' menu;
2. Select the desired language from the appropriate drop-down list;⁵⁴
3. Select the desired blank import certificate model under 'Veterinary certificate to EU';
2. Click the 'Print' or 'Print transit certificate' button under the blank import certificate.

The blank import certificate model will be displayed in the chosen language,⁵⁵ in PDF format, in another webpage.

/TRACES/

◆ Welcome Page

▼ Veterinary Documents

◆ Intra Trade

◆ Animal Health Certificates

◆ CVED for Animals

◆ CVED for Animal Products

◆ Veterinary certificate to EU

◆ Export Health Certificates

◆ Common Entry Document (CED)

◆ Commercial Document

◆ Declaration Document

◆ Empty Certificate

▼ Reporting

◆ Rejected Consignments - CVED for Animals

◆ Rejected Consignment - CVED for Animal Products

◆ User and Organisation Management

◆ Change Password

◆ Modify User Profile

◆ Business Partners

▼ Establishment List Publications

Create an Empty Certificate

Selected Language: English ▼

► CVED for Animals

► CVED for Animal Products

► Common Entry Document (CED)

Intra Trade Animal Health Certificates:

► Print

Commercial Document:

► Print

Veterinary certificate to EU:

Semen:

► Print

Animals:

► Print

Products:

► Print

► Print transit certificate

Sub-products:

► Print

► Print transit certificate

Declaration Document:

► Print

Export Health Certificates:

► Print

⁵⁴ Import certificates must be drawn up at least in the official language or languages of the Member State of destination and those of the Member State in which the border inspection takes place, or be accompanied by a certified translation into that language or languages. However, a Member State may consent to the use of an official Community language other than its own.

⁵⁵ Repeat these steps for any other languages.

III.4. AUTOMATED TRACES E-MAIL NOTIFICATIONS

Automated TRACES e-mail notifications are sent to all valid and active TRACES users concerned, to inform them of certain actions performed or to be performed in TRACES.

These notifications messages can be sorted by category:

- Business (organisation) related information: creation, modification, validation, deletion
- Import certificates: creation, validation, rejection, cancellation, deletion, cloning:

IMPORT
INTRA

Modify User Profile

User Information	Authority
e-Mail: LVU.MA@traces-cbt.net	Name:
First name:	TRACES Unit Number :
Last name:	Address:
Notification language: English	Postal Code / Region:
Notification type: HTML	Country: MA
Phone:	
Fax:	
Additional Information:	

Receiving notification mail

<input checked="" type="checkbox"/> Notification related to IMPORT creation	<input checked="" type="checkbox"/> Notification related to Import certification cancelled
<input checked="" type="checkbox"/> Notification related to Import certification deleted	<input checked="" type="checkbox"/> Notification related to Import certification modified
<input checked="" type="checkbox"/> Notification related to Import certification prevalidation	<input checked="" type="checkbox"/> Notification related to Import certification rejection
<input checked="" type="checkbox"/> Notification related to Import certification sent to validation	<input checked="" type="checkbox"/> Notification related to Import certification validation
<input checked="" type="checkbox"/> Notification related to Intratrade validation	<input checked="" type="checkbox"/> Notification related to business creation
<input checked="" type="checkbox"/> Notification related to business deletion	<input checked="" type="checkbox"/> Notification related to business modification
<input checked="" type="checkbox"/> Notification related to business validation	

[Select all](#) [Deselect all](#)

[Cancel](#) [Save](#)

In the event of a third-country – third-country transit, transfer or transhipment at the EU border, automated TRACES e-mail notifications are sent immediately upon validation of the official entry document, informing the competent authorities at the EU BIP/DPI/DPE concerned and the non-EU countries of destination/delivery via TRACES.

If an official entry document (CED/CVED/DECLAR) created in TRACES is rejected at the EU border, non-EU countries receive an automated TRACES e-mail notification.

TRACES users can choose which automated e-mail notifications they wish to receive by going to the 'User and Organisation Management' menu and 'Modify User Profile' submenu, and ticking the appropriate checkboxes.

Receipt of these automated TRACES e-mail notifications does not affect access to the online TRACES information, which is instantly updated upon any modification made by the competent authority.

III.4.1. SECURED ACCESS

Direct online access to TRACES information via hyperlinks in the automated TRACES e-mail notifications is secured, by use of the TRACES password.

From...	SANCO-TRACES-NOREPLY@ec.europa.eu
To...	
Cc...	
Bcc...	
Subject:	Notification related to Import certification validation

1 Import certificates have been validated after the last notification you have received

Reference Number : IMPORT.CA

[Click here](#) to access the application .

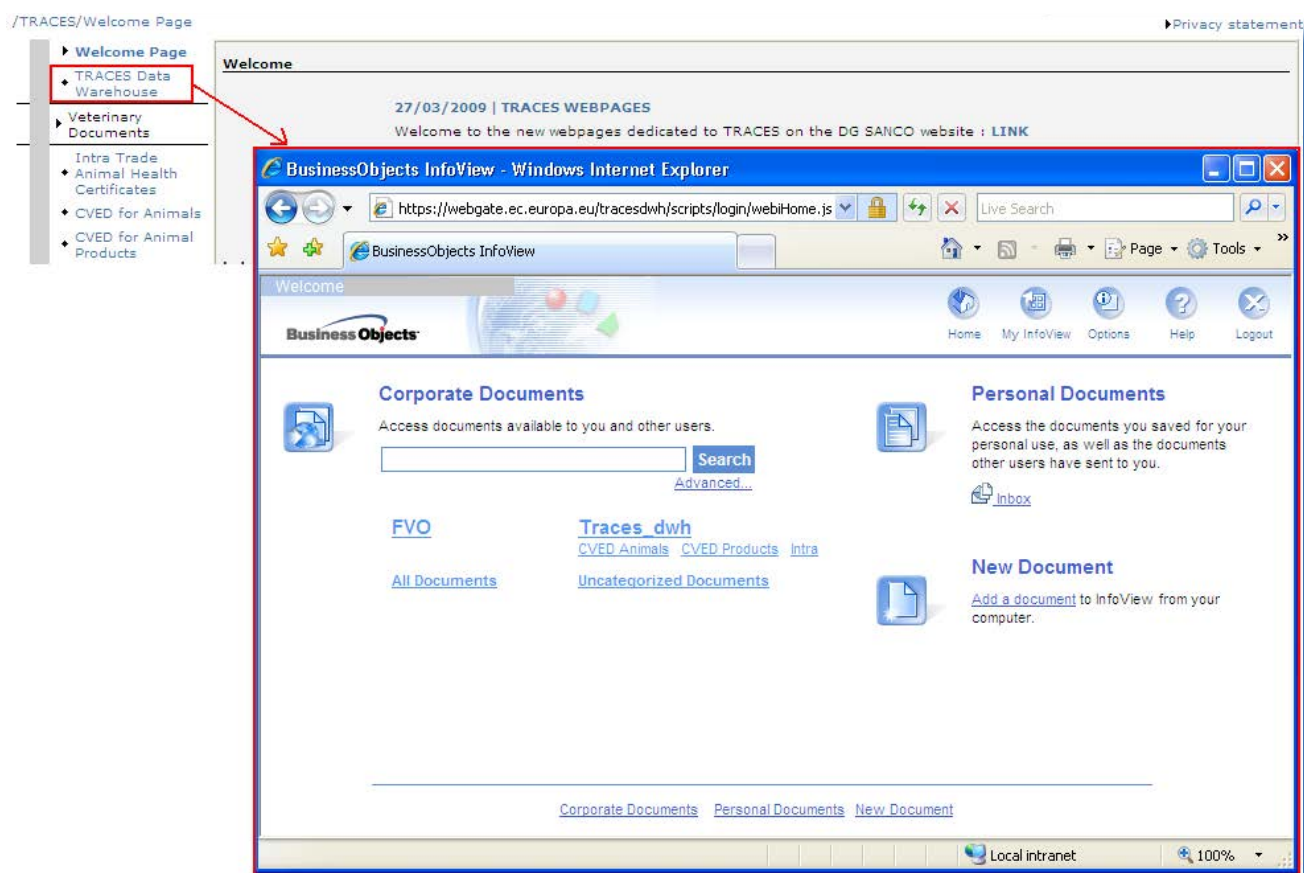
The TRACES application.

IV. OTHER TRACES MENUS

IV.1. 'TRACES DATA WAREHOUSE'

The TRACES Data Warehouse (DWH) interface (*BOXI*) enables competent authorities to see, organise and use tailor-made reports via a web navigator in order to monitor their activities.

In the Production (real life) ⁵⁶ environment, competent authorities should be able to log on to DWH and click on 'TRACES Data warehouse'.



More information can be found in the DWH user manual, also available with the [TRACES Toolkit](https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd). ⁵⁷

⁵⁶ More information can be found under heading 'I.5.3. Environments'.

⁵⁷ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

IV.2. 'REPORTING'

This menu allows consultation of CVEDA and CVEDP ⁵⁸ consignments rejected at the EU border. ⁵⁹
To do this, click on:

- 'Rejected Consignments - CVED for Animals'
- 'Rejected Consignments - CVED for Animal Products'

Several search criteria can be used to refine the search for CVEDs.

Non-EU countries only have access to CVEDs submitted through validation of IMPORTs on a national basis.

The screenshot displays the TRACES Reporting - Rejected Consignment interface. The left sidebar shows a navigation menu with 'Reporting' expanded, highlighting 'Rejected Consignments - CVED for Animals'. The main area is titled 'Reporting - Rejected - CVED Animals' and contains a 'Search Criteria' section with various input fields and buttons. Below this is a 'Search Result' table with columns for Certificate Reference Number, Arrival date at the BIP, Person responsible for load, Place of Destination, and BIP.

Certificate Reference Number	Commodity Code	Arrival date at the BIP	Person responsible for load	Country of Origin	Place of Destination	BIP
------------------------------	----------------	-------------------------	-----------------------------	-------------------	----------------------	-----

To safeguard the privacy of the commercial data involved, strict access rules apply to each TRACES user profile.

This feature is not available to ADM profiles.

It might be possible to obtain additional information via the TRACES Data Warehouse. ⁶⁰

⁵⁸ This functionality is not (yet) available for CED nor DECLAR

⁵⁹ No time limit applies.

⁶⁰ More information on the TRACES Data Warehouse can be found under heading 'IV.1. TRACES Data Warehouse'.

IV.3. 'USER AND ORGANISATION MANAGEMENT'

IV.3.1. USER MANAGEMENT

As a TRACES competent authority, you are asked to manage the economic operators in TRACES which fall under your competence.

Search for User

Search Criteria

E-mail: First Name:

Last Name: City:

Postal Code / Region:

Organisation:

Clear Search

Search Result

Name	Country	Postal code / Region	City	Organisation	Status
New					

The competent authority can manage TRACES economic operators via the 'User and Organisation Management' menu and '**User Management**' submenu as follows:

- creation
- (in)activation
- validation
- deletion
- (re)linking of the competent authority
- ...

More information on user management can be found in the 'Organisation, user and authority management' user manual, also available with the [TRACES Toolkit](https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd).⁶¹

IV.3.2. ORGANISATIONS

Organisations can be 'created' in TRACES by economic operators and competent authority users during the process of certifying an import certificate.

However, only competent authorities can manage organisations via the 'User and Organisation Management' menu and '**Organisations**' submenu.

61 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

/TRACES/User and Organisation Management/Organisation Privacy statement

- Welcome Page
- Veterinary Documents
- Reporting
- User and Organisation Management
 - User Management
 - Organisations**
 - Change Password
 - Modify User Profile
- Establishment List Publications
- Help To Decision Management
- Re-enforced

Search for Organisations

Search Criteria	
Country:	<input type="text"/>
Postal code / Region:	<input type="text"/>
Number:	<input type="text"/> <input type="checkbox"/> Exact match
Status:	<input type="text"/>
Commodity:	<input type="text"/> Browse
Section:	<input type="text"/>
Clear Search	

Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
Assigned Authority Code:	<input type="text"/>
Type:	<input type="text"/>
LMS approved:	<input type="checkbox"/>

Search Result

Name	Approval Numbers	Country	Address	Postal code / Region	Status	Activities
New Non Memberstate						

Before creating a new non-EU organisation, you should first verify (by searching for it) whether it already exists in TRACES. This is in line with the *'Search first, create if necessary'* principle.

The creation of an organisation in an EU/EFTA country must be requested to ['SANCO-TRACES@ec.europa.eu'](mailto:SANCO-TRACES@ec.europa.eu).

More information on the user management can be found in the 'Organisation, user and authority management' user manual, also available with the [TRACES Toolkit](#).⁶²

IV.3.3. CHANGE PASSWORD / SECURITY QUESTION AND ANSWER⁶³

TRACES users can change their password and security question and answer whenever they wish via the 'User and Organisation Management' menu, 'Change Password' submenu.

/TRACES/Security/Change Password Privacy statement

- Welcome Page
- Veterinary Documents
- Reporting
- User and Organisation Management
 - User Management
 - Organisations
 - Change Password**
 - Modify User Profile
 - Business Partners

Change Password

Password:	<input type="text"/>
New password:	<input type="text"/>
Confirm new password:	<input type="text"/>
Modify	
Security question:	<input type="text" value="What brand was your first car or bike?"/>
Security answer:	<input type="text"/>
Modify	

62 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

63 More information can be found in the 'Organisation, user and authority management' user manual.

IV.3.4. MODIFY USER PROFILE ⁶⁴

The 'Modify user profile' submenu available in the 'User and Organisation Management' menu, enables:

- Selection/deselection of the categories of automated TRACES e-mail notifications you wish to receive;
⁶⁵
- Verification of the competent authority linked to your TRACES profile;
- Modification of the language of automatic notification e-mails, the notification type (HTML/Text) and other user-related data, except for the login (e-mail address). To modify your e-mail address, you must apply to your TRACES administrator, which will make a formal request to the TRACES Team.

Modify User Profile	
User Information	Authority
e-Mail: LVU.MA@traces-cbt.net	Name:
First name:	TRACES Unit Number :
Last name:	Address:
Notification language: English	Postal Code / Region:
Notification type: HTML	Country: MA
Phone:	
Fax:	
Additional Information:	
Receiving notification mail	
<input checked="" type="checkbox"/> Notification related to IMPORT creation	<input checked="" type="checkbox"/> Notification related to Import certification cancelled
<input checked="" type="checkbox"/> Notification related to Import certification deleted	<input checked="" type="checkbox"/> Notification related to Import certification modified
<input checked="" type="checkbox"/> Notification related to Import certification prevalidation	<input checked="" type="checkbox"/> Notification related to Import certification rejection
<input checked="" type="checkbox"/> Notification related to Import certification sent to validation	<input checked="" type="checkbox"/> Notification related to Import certification validation
<input checked="" type="checkbox"/> Notification related to Intratrade validation	<input checked="" type="checkbox"/> Notification related to business creation
<input checked="" type="checkbox"/> Notification related to business deletion	<input checked="" type="checkbox"/> Notification related to business modification
<input checked="" type="checkbox"/> Notification related to business validation	
Select all Deselect all	
Cancel Save	

⁶⁴ More information can be found in the 'Organisation, user and authority management' user manual.

⁶⁵ More information can be found under heading 'III.4. Automated TRACES e-mail notifications'.

IV.4. 'ESTABLISHMENT LIST PUBLICATIONS'

More information on the presentation and management of approved establishment listings can be found in the 'Organisation, user, authority management' user manual, also available with the [TRACES Toolkit](#).⁶⁶

66 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

IV.5. HELP TO DECISION MANAGEMENT

IV.5.1. 'RE-ENFORCED CHECK' PROGRAMME

The 'Re-enforced Check' programme submenu available to TRACES competent authority users linked to non-EU LVU/CCA, is compliant with Article 24 of Council Directive 97/78/EC.

Read-only details ⁶⁷ of all Re-enforced Check programmes are available from the 'Help To Decision Management' menu and 'Re-enforced Check' submenu.

/TRACES/System Management/Help To Decision Privacy statement

- Welcome Page
- TRACES Data Warehouse
- Veterinary Documents
- Reporting
- User and Organisation Management
- Establishment List Publications
- Help To Decision Management**
 - Re-enforced Check**
 - Legislation

Search for Re-enforced Check

Search Criteria

Country: Commodity:

Application Date: Status:

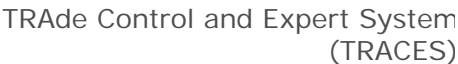
[Clear](#) [Search](#)

Search Result

Country	Commodity	Laboratory Tests	Date	Status
China	Unique Commodity Code Group for 05040000	Chloramphenicol	16/10/2012	Active
Viet Nam	Prepared crustaceans,molluscs, CN 1605	Listeria monocytogenes	15/10/2012	Stopped
Brazil	meat and edible offal of poultry, CN 0207	Salmonella typhimurium	11/10/2012	Active
China	FFP	Furazolidone	11/10/2012	Active
Thailand	FFP	Histamine	10/10/2012	Active
Ecuador	FFP	Physical Tests Required: Yes	08/10/2012	Fulfilled
China	Unique Commodity Code Group for 05040000	Chloramphenicol	08/10/2012	Fulfilled

⁶⁷ To safeguard data privacy, only the country, commodity code and laboratory test details are displayed.

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IV.6. 'LEGISLATION'

The 'Legislation' menu redirects the user to the welcome page of EUR-Lex, the website for access to European Union law and other documents considered to be public.

This site is a part of About EUR-Lex | Site map | FAQ | Help | Contact | Useful links | Legal notice

EUR-Lex

Access to European Union law

EUROPA > EUR-Lex Home

OFFICIAL JOURNAL

SIMPLE SEARCH

by word
by document number
by date
by OJ reference
by CELEX number
more options...

ADVANCED SEARCH

COLLECTIONS

Treaties
International agreements
Legislation in force
Preparatory acts
Case-law
Parliamentary questions

PRACTITIONER'S CORNER

Budget of the European Union
ECICS
The institutions' registers
TARIC
EU Pesticides Database
EU legislation on statistics

About EU law

Summaries of EU Legislation
The ABC of European Union law
Legislative drafting

News

- **Thematic files**
Legislation on selected themes
01/06/2011: Volunteering » **new**
- **Selection of new documents**
 - **31/05/2011**: Regulation (EU) No 510/2011 of the European Parliament and of the Council of 11 May 2011 setting emission performance standards for new light commercial vehicles as part of the Union's integrated approach to reduce CO₂ emissions from light-duty vehicles (Text with EEA relevance) ► **pdf**
 - **31/05/2011**: 2011/314/EU: Commission Decision of 12 May 2011 concerning the technical specification for interoperability relating to the 'operation and traffic management' subsystem of the trans-European conventional rail system (notified under document C(2011) 3099) (Text with EEA relevance) ► **pdf**
 - **31/05/2011**: 2011/321/EU: Commission Implementing Decision of 27 May 2011 establishing, pursuant to Directive 2006/7/EC of the European Parliament and of the Council, a symbol for information to the public on bathing water classification and any bathing prohibition or advice against bathing ► **pdf**
 - **19/05/2011**: Directive 2011/51/EU of the European Parliament and of the Council of 11 May 2011 amending Council Directive 2003/109/EC to extend its scope to beneficiaries of international protection (Text with EEA relevance) ► **pdf**
 - **19/05/2011**: 2011/286/EU: Decision of the European Parliament and of the Council of 2 May 2011 on mobilisation of the European Union Solidarity Fund, in accordance with point 26 of the Interinstitutional Agreement of 17 May 2006 between the European Parliament, the Council and the Commission on budgetary discipline and sound financial management ► **pdf**

► **Newsletter 18/4/2011** [de](#) [en](#) [fr](#)
LexAlert: how to register? »

English (en)
Please select a language
български (bg)
español (es)
čeština (cs)
dansk (da)
Deutsch (de)
eesti keel (et)
ελληνικά (el)
English (en)
français (fr)
Gaeilge (ga)
italiano (it)
latviešu valoda (lv)
lietuvių kalba (lt)
magyar (hu)
Malti (mt)
Nederlands (nl)
polski (pl)
português (pt)
română (ro)
slovenčina (sk)
slovenščina (sl)
suomi (fi)
svenska (sv)
Pāli (pa)

Connection

Free registration

2011
www.eu2011.hu

Other sites managed by the Publications Office
 N-Lex
A common gateway to national law

Last updated: 01/06/2011

IV.7. 'INFORMATION'

The 'Information' button in the upper right of your TRACES window will redirect you to the [TRACES Toolkit](#),⁶⁸ published on the CIRCABC⁶⁹ Information website.



The [TRACES Toolkit](#)⁷⁰ serves as your gateway to complementary user manuals, videos and templates. As regards import certificates, we would recommend the instructional videos on cloning and submission.

The [TRACES Toolkit](#)⁷¹ contains all useful information in one 'platform' document, and assists you in your use of TRACES.



68 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

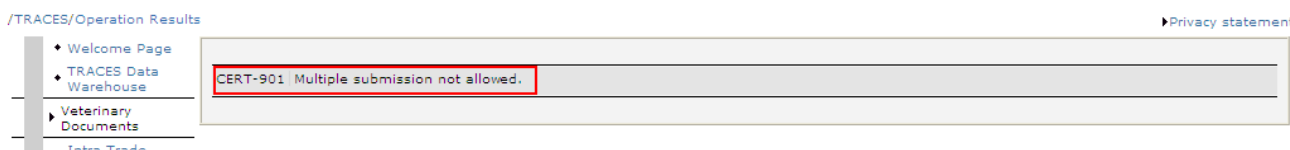
69 CIRCABC: Communication and Information Resource Centre for Administrations, Businesses and Citizens.

70 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

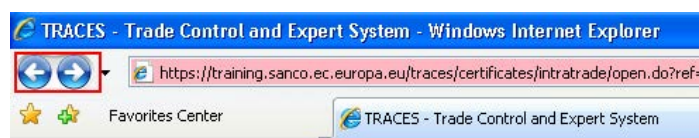
71 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

V. FAQ

V.1. ALERT MESSAGE: 'MULTIPLE SUBMISSION NOT ALLOWED'

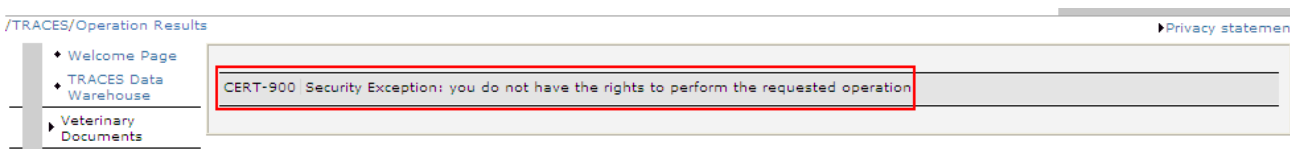


The alert message '*Multiple submissions not allowed*' may appear when you are trying to validate, submit, delete, etc. data (import certificate, organisation, user account, etc.) in TRACES and you use the 'back' and 'forward' buttons, which in fact belong to the internet browser (MS Internet Explorer, Firefox Mozilla, etc.).



As the 'back' and 'forward' buttons are not part of TRACES, but belong to your internet browser, you will not be able to use them in order to 'undo' an action carried out in TRACES.

V.2. ALERT MESSAGE: 'SECURITY EXCEPTION: YOU DO NOT HAVE THE RIGHTS TO PERFORM THE REQUESTED OPERATION'



The alert message '*Security exception: you do not have the rights to perform the requested operation*' may appear on your TRACES screen if you:

1/ try to save modifications to an import certificate if its status has since been modified by another TRACES user.

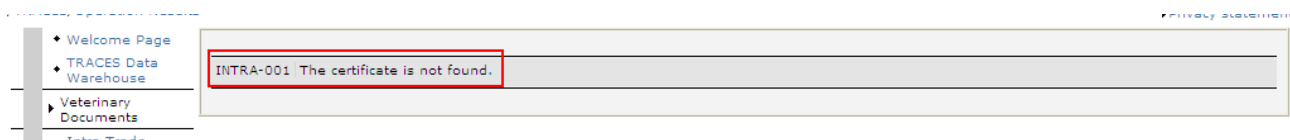
Indeed, it could be that one of your competent authority colleagues has in the meantime already processed the import certificate, by certifying or deleting Part I (Consignment) of the import certificate, so that accessing/processing the import certificate is no longer possible.

2/ try to access an import certificate type for which your TRACES profile does not have the correct access rights,⁷² for example by entering the import certificate reference number in the URL bar of your internet browser.

More information can be found under heading 'II.2.1. Workarounds and limitations'.

⁷² e.g.: CVED when you are a TRACES user linked to a non-EU LVU/CCA.

V.3. ALERT MESSAGE: 'THE CERTIFICATE IS NOT FOUND'



The alert message 'The certificate is not found' may appear on your TRACES screen if you try to access a 'New' import certificate that has already been deleted by another TRACES user, following an automatic e-mail notification sent by TRACES.

Indeed, it could be that one of your competent authority colleagues has in the meantime already deleted the import certificate.

V.4. ALERT MESSAGE: 'GEN 002...' (UNEXPECTED FAILURE ALERT)

We invite you to fill in a TRACES problem statement report included in the [TRACES Toolkit](#).⁷³

Please send it to the TRACES Team at sanco-traces@ec.europa.eu adding your competent authority in CC (*Carbon Copy*) to your message.⁷⁴

⁷³ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

⁷⁴ A problem statement report is available with the [TRACES Toolkit](#).

VI. FURTHER INFORMATION AND CONTACT

We strongly recommend that you, as a TRACES competent authority, contact your TRACES administrator, which will answer your questions or redirect you to the relevant competent authorities in charge.

Also at your disposal:

The TRACES Team, for questions concerning the functioning of TRACES as a web-based system:

[TRACES Toolkit](#), which includes a heading on '[Contingency Plan](#)'⁷⁵ and 'Problem Reporting'⁷⁶
[TRACES presentations](#)⁷⁷

E-mail: sanco-traces@ec.europa.eu⁷⁸

Tel.: +32 2 297 63 50

Fax: +32 2 299 43 14

The [LMS website](#),⁷⁹ for questions concerning the official listing of establishments.

The [RASFF website](#),⁸⁰ for questions concerning the 'Rapid Alert System on Food and Feed'.

The [online customs tariff database \(TARIC\)](#),⁸¹ for questions concerning the Combined Nomenclature code used by BIPs.

The [BTSF website](#),⁸² for questions concerning 'Better Training for Safer Food'.

The [EUROPHYT website](#),⁸³ for questions concerning 'Plants and Plant Products'.

The [EXPORT Helpdesk](#),⁸⁴ for questions concerning requirements and taxes for internal market access, import tariffs and customs duties.



75 Contingency Plan: <https://circabc.europa.eu/w/browse/91fe2ba6-6d69-4bdc-94ad-304b7eb6ff05>

76 Problem Statement Report: under construction.

77 TRACES presentations: <http://prezi.com/user/TRACES>

78 Please include your competent authority in CC of your message, when contacting the TRACES team.

79 LMS website: http://ec.europa.eu/food/food/biosafety/establishments/third_country/index_en.htm

80 RASFF website: http://ec.europa.eu/food/food/rapidalert/index_en.htm

81 TARIC: http://ec.europa.eu/taxation_customs/customs/customs_duties/tariff_aspects/customs_tariff/index_en.htm

82 BTSF website: <http://www.foodinfo-europe.com/index.php?lang=english>

83 EUROPHYT website: http://ec.europa.eu/food/plant/europhyt/index_en.htm

84 EXPORT Helpdesk: http://exporthelp.europa.eu/thdapp/index_en.html

TRAde Control and Expert System (TRACES)

is a management tool for **tracking movements** of animals, products of animal origin from both outside and within the European Union. It also covers imports to the European Union of feed and food of non-animal origin as well as plants, seeds and propagating materials.

TRACES aims to **improve** the relationship between the **private** and **public sectors**, and to **strengthen cooperation** between EU parties. It aims to **facilitate trade**, to **enhance the safety** of the food chain and to **protect animal health**.

This system **consolidates** and **simplifies** the existing systems. It is a major innovation in improving the **management of animal diseases** and reducing **the administrative burden** on economic operators and competent authorities.

Dr Didier CARTON
Head of the TRACES Sector

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E-mail: sanco-traces@ec.europa.eu
<http://ec.europa.eu/traces/>
<http://prezi.com/user/TRACES/>

This information sheet is intended for TRACES users.
You can find this document and download it at:

<https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

Updated: 09 Oct 2013

